

# Position Description

<b>Position Title</b>	Civic Events Officer
<b>Directorate</b>	Community Development
<b>Business Unit/s</b>	Customer and Communications (Events and Sponsorship)
<b>Reports to</b>	Civic Events Coordinator
<b>Classification</b>	Level 6 – Inside Workforce Agreement

## Organisational Overview

The City of Stirling (the City) is located eight kilometres north of Perth's central business district and covers an area of around 100 square kilometres from Scarborough, Trigg and North Beach in the west to Balga and Inglewood in the east, and from Beach Road in the north to Herdsman in the south.

The City is the largest local government by population in WA with over 243,000 residents. We provide more than 200 services to our thriving community, including recreation centres, libraries, home and community care, safety, and events.

The City has a workforce of around 1,400 people and a genuine commitment to invest in our employees to achieve an inclusive, diverse, engaged and capable workforce. The City is recognised for supporting work-life balance through a wide range of flexible work options and offering a range of policies and benefits to create opportunities and an enjoyable and fulfilling employment experience.

## Organisational Vision, Mission Statement and Values

### Vision

A sustainable City with a local focus.

### Mission Statement

To serve our community by delivering efficient, responsive and sustainable service.

### Values

The City of Stirling's core values are:



### **Approachable**

We are welcoming, respectful and work collaboratively towards our shared goals.

### **Responsive**

We understand our Community needs and are proactive to achieve positive outcomes.

### **Transparent**

We approach work with integrity and are open in our interactions.

### **Innovative**

We strive for continuous improvement to deliver a sustainable future and a positive impact for our Community.

## **Reporting Relationships**

This position reports to the Civic Events Coordinator.

## **Business Unit Objective**

The Customer and Communications Business Unit ensures the City is well connected to our community through effective communications, customer service and marketing services, as well as creating a vibrant, engaged and thriving City through events and sponsorship.

The Events and Sponsorship Service Unit support, enable and deliver inclusive and accessible public and civic events, in collaboration with our community, industry and stakeholders – attracting visitors and stakeholders to our City.

## **Position Overview**

The Civic Events Officer is responsible for supporting the Civic Events Coordinator in the overall management, planning and delivery of a variety of Civic events, including:

- Mayoral and Elected Member Civic Events
- Recognition Civic Events
- Acknowledgement and Appreciation Civic Events
- Employee Civic Events
- Other Internal and External Civic Events.

Furthermore, this role provides administrative support for the Civic Events portfolio and fosters positive relationships with City stakeholders to ensure successful delivery of Civic Events that are aligned with the City's strategic objectives and positively reflect upon the City's reputation.

## Position Objectives

- Effectively manages event planning for Civic Events, as directed by the Civic Events Coordinator – with a particular focus on Recognition Civic Events.
- Provides proactive support, technical knowledge and advice relating to event management and logistics to internal Business Units to support their Civic events.
- Coordinates aspects of Civic event planning, including procurement and hire of equipment, theming, AV, catering, venue setup, signage, and promotional materials.
- Coordinates and maintains the invitation platform, managing the full invitation lifecycle from creation to distribution and tracking.
- Assists the Civic Events Coordinator in managing the Civic events budgets, coordinates purchasing for event goods and services, and reconcile financial expenditure related to each event.
- Liaises and negotiates with all suppliers and contractors to ensure best value for money purchases in accordance with the City's Purchasing Policy.
- Prepares appropriate event documentation including (but not limited to) run sheets, invitation and RSVP lists, briefing notes, and event information.
- Forms and maintains strong relationships with internal and external stakeholders, including City Business Units, community groups and suppliers to ensure the successful delivery of events.
- Ensures the delivery of high standard customer service event protocols – liaising with Elected Members, City's Executive Team, employees and other stakeholders.
- Coordinates the management and maintenance of Civic Events assets.
- Ensures all relevant Civic Event information is kept up to date on CoSi.
- Ensures that all information is captured in the City's core systems, Enterprise Asset Management (EAM) and Property & Rating System (including the Customer Request Module – CRM).
- Ensures compliance with all relevant legislation and standards associated with food safety, workplace safety and other industry requirements.
- Undertakes other duties as requested by the Civic Events Coordinator and Service Lead Events and Sponsorship.

## Corporate Responsibilities

- Contributes to the achievement of corporate objectives by ensuring that stakeholders are dealt with in a professional and timely manner.
- Observe all safe working practices and work as directed by your supervisor.
- Ensure that you take reasonable care to ensure your own safety and health at work and that of others.
- Takes responsibility for and actively promotes the importance of the City's Risk Management processes, encouraging others to apply it and achieve positive results from it throughout their work.
- Understand the principles of customer service and undertake duties and responsibility in accordance with the City's Customer Service Charter.
- Undertake duties and responsibilities in accordance with corporate policies, management practices and procedures and demonstrate expected behaviours aligned with the City's Code of Conduct.
- Undertake Community Engagement where required, to optimise trust, inform decision-making, share knowledge, and strengthen relationships with the community in accordance with the City's Community Engagement Policy.
- Perform other duties as directed.

## Selection Criteria

Qualifications/Education Level	
Relevant tertiary qualification and / or extensive relevant experience.	Essential
Mandatory Certificates, Licences, Tickets, Memberships, Registrations	
Senior First Aid Certificate.	Desirable
Knowledge, Skills, Experience & Abilities	
Intermediate to advanced skills using MS Office Suite (Word, Excel, Outlook, PowerPoint).	Essential
Highly developed interpersonal skills with the ability to negotiate, quickly develop rapport as well as maintaining cohesive working relationships within the organisation and with external suppliers.	Essential
Good problem solving and decision-making skills with the proven ability to make informed decisions, exercise initiative and good judgement.	Essential
Relevant experience working in a similar role.	Essential
Budget management experience.	Desirable
Experience working within the local government sector.	Desirable
Other	
National Police Clearance (under 3 months).	Essential
Current Driver's Licence.	Essential

### Office use only

Position Creation Date	Date 5 June 2025	Officer	Service Lead Events and Sponsorship
Last reviewed/Modified	Date 3 February 2026	Officer	Service Lead Events and Sponsorship