

Role Description

Event Officer – Temporary

Events roles

Cluster	Department of Premier and Cabinet
Agency	Department of Premier and Cabinet
Division/Branch/Unit	Transformation Group / Partnerships and Engagement Branch
Role number	
Classification/Grade/Band	Clerk Grade 7/8
ANZSCO Code	511112
PCAT Code	1117391
Date of Approval	August 2021
Agency Website	www.dpc.nsw.gov.au

Agency overview

The NSW Department of Premier and Cabinet (DPC) is the lead central agency in the NSW Government.

We support the Premier and the Special Minister of State, the Cabinet, Ministers and agencies by coordinating policies and services across government. We lead policy development, provide innovative ideas and support Government plans and projects.

For more information go to http://www.dpc.nsw.gov.au/about/about_the_department.

Primary purpose of the role/s

Provide specialist event skills and coordinate a range of event related activities.

Roles could include one of the following:

1. Coordinating operational and logistical support
2. Coordinating program and event delivery
3. Coordinating event production

Each role contributes to the delivery of professional, safe and high quality major NSW Government events that meet stakeholder requirements and comply with government procedures, legislative requirements and standards.

Key accountabilities

- Coordinate aspects of one of more of the following for allocated NSW Government special events: operations and logistics, creative direction and / or production management.
- Budgeting, procurement, contracting, preparation of event operation manuals and run sheets to support the successful and safe staging of large scale events and ceremonies.

- Supervise contract event support staff and crew to ensure they are fully aware of and fulfil their roles in the staging of events.
- Coordinate information required for public relations, media and marketing needs to support the effective marketing and promotion of large scale events.
- Liaising and consulting with key internal and external stakeholders including government authorities to ensure an approved, coordinated approach.
- Ensuring the delivery of professional, cost efficient, safe and high quality services that comply with government procedures, legislative requirements and standards.
- Assessing risk and ensure all documentation is line with current standards.
- Developing and negotiating solutions to event related issues to manage risks to government.

Key challenges

- Work effectively in a high-volume work environment with competing priorities and deadlines which are often changing and unpredictable.
- Managing and coordinating key events in a complex environment.
- Remaining agile while complying with Government procedures

Key relationships

Who	Why
Internal	
Project Managers, Associate Director, Director, Executive Director	<ul style="list-style-type: none"> • Report on and provide advice on events and programs, strategies, risks and issues to facilitate informed decisions and undertake agreed project work activities to support the work of the team.
Work team	<ul style="list-style-type: none"> • Work collaboratively and exchange information.
External	
Key external stakeholders including government agencies, event organisers, suppliers and contractors	<ul style="list-style-type: none"> • Develop and maintain effective working relationships and open channels of communication to liaise, consult, engage and or participate on the delivery of various programs and events.

Role dimensions

Decision making

The decision making required of the position relates to:

- Day to day management of their own work priorities within agreed parameters and approved individual and team work plans.
- Providing information and advice to internal and external enquirers on relevant protocol, policies and procedures, referring to a supervisor any matters which fall outside of standard guidelines and practice.

Decisions which are referred to a supervisor include any changes to project outcomes or timeframes, issues with the potential to escalate or create precedent, matters requiring a higher administrative or financial delegation or submission to a higher level of management

Reporting line

The Event Officer reports to the Senior Event Officer, Events.

Key knowledge and experience

- Experience in delivering large scale public events in one or more of the following:
 - Operations and logistics coordination (eg. accreditation, catering, logistics, volunteers, first aid and signage)
 - Program and event coordination (eg. event design, programming, artist coordination, event documentation)
 - Production coordination (event site production and/or broadcast and technical production) (eg. audio, digital screens, broadcast overlay such as cameras and links, temporary structures, fencing, flooring, engineering consultation, CAD plans, production schedules and site management)
 - Stakeholder management (coordinating internal and external meetings and communications)

Capabilities for the role


The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.


The capabilities are separated into **focus capabilities** and **complementary capabilities**.

Focus capabilities

Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

FOCUS CAPABILITIES			
Capability group/sets	Capability name	Behavioural indicators	Level
 Personal Attributes	Act with Integrity Be ethical and professional, and uphold and promote the public sector values	<ul style="list-style-type: none">• Represent the organisation in an honest, ethical and professional way and encourage others to do so• Act professionally and support a culture of integrity• Identify and explain ethical issues and set an example for others to follow	Adept

		<ul style="list-style-type: none"> Ensure that others are aware of and understand the legislation and policy framework within which they operate Act to prevent and report misconduct and illegal and inappropriate behaviour 	
 <p>Relationships</p>	<p>Communicate Effectively</p> <p>Communicate clearly, actively listen to others, and respond with understanding and respect</p>	<ul style="list-style-type: none"> Tailor communication to diverse audiences Clearly explain complex concepts and arguments to individuals and groups Create opportunities for others to be heard, listen attentively and encourage them to express their views Share information across teams and units to enable informed decision making Write fluently in plain English and in a range of styles and formats <p>Use contemporary communication channels to share information, engage and interact with diverse audiences</p>	Adept
	<p>Work Collaboratively</p> <p>Collaborate with others and value their contribution</p>	<ul style="list-style-type: none"> Build a supportive and cooperative team environment Share information and learning across teams Acknowledge outcomes that were achieved by effective collaboration Engage other teams and units to share information and jointly solve issues and problems Support others in challenging situations Use collaboration tools, including digital technologies, to work with others 	Intermediate
 <p>Results</p>	<p>Plan and Prioritise</p> <p>Plan to achieve priority outcomes and respond flexibly to changing circumstances</p>	<ul style="list-style-type: none"> Understand the team and unit objectives and align operational activities accordingly Initiate and develop team goals and plans, and use feedback to inform future planning Respond proactively to changing circumstances and adjust plans and schedules when necessary Consider the implications of immediate and longer-term organisational issues and how these might affect the achievement of team and unit goals <p>Accommodate and respond with initiative to changing priorities and operating environments</p>	Intermediate
 <p>Business Enablers</p>	<p>Project Management</p> <p>Understand and apply effective planning, coordination and control methods</p>	<ul style="list-style-type: none"> Perform basic research and analysis to inform and support the achievement of project deliverables Contribute to developing project documentation and resource estimates Contribute to reviews of progress, outcomes and future improvements 	Intermediate





Identify and escalate possible variances from project plans

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

COMPLEMENTARY CAPABILITIES

Capability group/sets	Capability name	Description	Level
 Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Intermediate
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Adept
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Foundational
 Relationships	Commit to Customer Service	Provide customer-focused services in line with public sector and organisational objectives	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
 Results	Deliver Results	Achieve results through the efficient use of resources and a commitment to quality outcomes	Intermediate
	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Adept
	Demonstrate Accountability	Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	Intermediate
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Foundational
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate