

Role Description

Events Coordinator

Cluster	Stronger Communities
Agency	Office of Sport
Division/Branch/Unit	Regional Delivery / Olympic Sports Venues
Location	SIEC / SIRC / SISC / SHRSC
Role number	51000558, 51000571, 51000580
Classification/Grade/Band	Clerk Grade 7/8
ANZSCO Code	149311
PCAT Code	1112292
Date of Approval	18 May 2017
Agency Website	www.sport.nsw.gov.au

Agency overview

The Office of Sport is the lead NSW Government agency for sport and active recreation.

With a vision of sport and active recreation creating healthier people, connecting communities and making a stronger NSW, we provide the people of NSW with the leadership, policies, programs, funding and infrastructure necessary to maximise the social, health and economic benefits realised through this valued sector.

Our work is spread across NSW, with ten Sport and Recreation Centres, four Olympic Sport Venues and offices throughout the state.

Primary purpose of the role

The Events Coordinator is responsible for planning and managing events, programs and activities held at an Olympic Sport Venue. The Venues are Sydney International Equestrian Centre (SIEC), Sydney International Regatta Centre (SIRC), Sydney International Shooting Centre (SISC) also includes Southern Highlands Regional Shooting Complex (SHRSC).

Key accountabilities

- Manage all aspects of event operations, programs and activities held at the Venue to ensure an efficient and effective quality service is provided to all user groups in accordance with relevant policies and procedures.
- Establish procedures and protocols on all matters relating to the conduct of events, to ensure the safe, efficient and cost effective management of events across the Venue.
- Develop strategic partnerships with service providers and external agencies to procure new events, retain existing events and maximise revenue generation
- Provide strategic and operational advice to the Venue Manager for all event aspects of the event related business.

- Provide supervision to the work team to successfully implement the event planning process of the Venue.
- Assist the Venue Manager to prepare and report on the revenue component of the events budget.
- Manage the administrative process related to event applications and facility use agreements.

Key challenges

- Procuring new events and retaining existing events to meet revenue targets.
- Developing strategic partnerships with service providers including contractors, emergency services and other Government agencies to stage events and commercial programs.
- Managing workloads to meet competing priorities and deadlines.

Key relationships

Who	Why
Internal	
Venue Manager	<ul style="list-style-type: none"> • Provide high level advice regarding event programs, business development and marketing, financial status of event related budget, and satisfaction of client demand
Operations Coordinator	<ul style="list-style-type: none"> • Liaise to ensure Venue operations and requirements coincide with planned event and commercial activity and all equipment is in sound operating order
Team	<ul style="list-style-type: none"> • Provide support and leadership to staff, implement performance and development programs
Legal Services	<ul style="list-style-type: none"> • Development and refinement of event agreements
Marketing and Communications	<ul style="list-style-type: none"> • Liaise to coordinate the promotion of events held at the Venue
External	
Event Organisers	<ul style="list-style-type: none"> • Event planning, including facility requirements and quality of services provided
State Government agencies, community organisations, local Government, media and International, National and State sporting industry bodies	<ul style="list-style-type: none"> • Development of viable partnerships to further the image, position and profile of the Venue, and to plan and conduct events. The negotiation of sponsorship packages • Coordinate event requirements
Business/Commercial industries	<ul style="list-style-type: none"> • Development of marketing and sponsorship packages, strategic alliances
Emergency Services	<ul style="list-style-type: none"> • Liaison to ensure effective co-ordination of event day requirements

Role dimensions

Decision making

The Events Coordinator has a limited level of autonomy regarding decision making required to plan and manage events.

Decisions on matters outside the Events Coordinator's accountabilities and on issues that are contentious or sensitive and may impact on the reputation of the Agency are escalated to the Venue Manager.

Reporting line

Venue Manager

Direct reports

Events Officer

Budget/Expenditure

Financial Delegation up to \$25,000

Essential requirements

- Class C Drivers Licence.
- National Criminal Records Check
- Ability to work weekends, evenings and on call as required.
- COVID-19 Certificate or proof of vaccination status or a medical clearance as per the Public Health Order

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• Support a culture of integrity and professionalism• Understand and help others to recognise their obligations to comply with legislation, policies, guidelines and codes of conduct• Recognise and report misconduct and illegal and inappropriate behaviour	Intermediate

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
 Relationships	Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect	<ul style="list-style-type: none"> Report and manage apparent conflicts of interest and encourage others to do so 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 Use contemporary communication channels to share information, engage and interact with diverse audiences 	Adept
	Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives	<ul style="list-style-type: none"> Take responsibility for delivering high-quality customer-focused services Design processes and policies based on the customer's point of view and needs Understand and measure what is important to customers Use data and information to monitor and improve customer service delivery Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers Maintain relationships with key customers in area of expertise Connect and collaborate with relevant customers within the community 	Adept
 Results	Deliver Results Achieve results through the efficient use of resources and a commitment to quality outcomes	<ul style="list-style-type: none"> Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes Make sure staff understand expected goals and acknowledge staff success in achieving these Identify resource needs and ensure goals are achieved within set budgets and deadlines Use business data to evaluate outcomes and inform continuous improvement Identify priorities that need to change and ensure the allocation of resources meets new business needs Ensure that the financial implications of changed priorities are explicit and budgeted for 	Adept
Plan and Prioritise			Adept

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
	Plan to achieve priority outcomes and respond flexibly to changing circumstances	<ul style="list-style-type: none"> Consider the future aims and goals of the team, unit and organisation when prioritising own and others' work Initiate, prioritise, consult on and develop team and unit goals, strategies and plans Anticipate and assess the impact of changes, including government policy and economic conditions, on team and unit objectives and initiate appropriate responses Ensure current work plans and activities support and are consistent with organisational change initiatives Evaluate outcomes and adjust future plans accordingly 	
 Business Enablers	Procurement and Contract Management Understand and apply procurement processes to ensure effective purchasing and contract performance	<ul style="list-style-type: none"> Apply legal, policy and organisational guidelines and procedures relating to procurement and contract management Develop well-written, well-structured procurement documentation that clearly sets out the business requirements Monitor procurement and contract management processes to ensure they are open, transparent and competitive Be aware of procurement and contract management risks, and actions to manage or mitigate risk in monitoring contract performance Evaluate tenders and select providers in an objective and rigorous way, in line with established guidelines and principles Escalate procurement and contract management issues, where required 	Adept
 People Management	Manage and Develop People Engage and motivate staff, and develop capability and potential in others	<ul style="list-style-type: none"> Collaborate to set clear performance standards and deadlines in line with established performance development frameworks Look for ways to develop team capability and recognise and develop individual potential Be constructive and build on strengths by giving timely and actionable feedback Identify and act on opportunities to provide coaching and mentoring Recognise performance issues that need to be addressed and work towards resolving issues Effectively support and manage team members who are working flexibly and in various locations 	Intermediate

FOCUS CAPABILITIES






Capability group/sets	Capability name	Behavioural indicators	Level
		<ul style="list-style-type: none"> Create a safe environment where team members' diverse backgrounds and cultures are considered and respected Consider feedback on own management style and reflect on potential areas to improve 	

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	Intermediate
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Intermediate
 Relationships	Work Collaboratively	Collaborate with others and value their contribution	Intermediate
	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Intermediate
 Results	Think and Solve Problems	Think, analyse and consider the broader context to develop practical solutions	Intermediate
	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	Intermediate
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Project Management	Understand and apply effective planning, coordination and control methods	Intermediate
 People Management	Inspire Direction and Purpose	Communicate goals, priorities and vision, and recognise achievements	Foundational
	Optimise Business Outcomes	Manage people and resources effectively to achieve public value	Intermediate
	Manage Reform and Change	Support, promote and champion change, and assist others to engage with change	Foundational