

2025 Sydney New Year's Eve



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Introduction

The Major Events and Festivals team delivers the City of Sydney's [Cultural strategy](#) through a series of large scale, major public and cultural events.

Sydney New Year's Eve

We are seeking multiple casual positions to support in the delivery of the [2025 Sydney New Year's Eve event](#). Availability is required between mid-December 2025 to early January 2026.

Positions available	Hourly rate
Production Assistants	\$56.49 + Super
Project Officers	\$65.31 + Super
Production Coordinators	\$74.91 + Super
Site Assistants	\$56.49 + Super
Site Managers	\$74.91 + Super

All hourly rates are inclusive of a 25% casual loading with additional penalty rates when applicable.

Position Descriptions

The position descriptions in this booklet set out the purpose and responsibilities of each of the listed positions and the skills and capabilities required.

The Creative City Casual Pool

After the event, there may be further opportunity to become a member of our Creative City Casual Pool (casual pool) and support in the delivery of other annual events such as Sydney Christmas, Sydney Lunar Festival, Art & About projects and Capital Works launches.

Position Description (Employee)

Production Assistant

Division	City Life
Business Unit	Creative City
Grade/Band	Band 3
Date position description approved	May 2024

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Our values

We have 3 values that guide our everyday behaviours and reflect us at our best.

Make a difference: We care about our community and strive to be our best every day. We act with integrity in the best interests of our city and colleagues.

Better together: We do our best when we listen to the voices of others and work as a team. We celebrate our diversity, finding ways for everyone to belong.

Embrace possibilities: We encourage curiosity and are open to new ideas. We challenge ourselves to find the best solutions for our city and our organisation.

Primary purpose of the position

The primary purpose of the Production Assistant is to provide effective support to relevant Managers and Coordinators to enable the successful delivery of event technical, operational, logistical, production and creative outcomes.

Key accountabilities

- Working collaboratively with relevant managers and coordinators to provide effective production, operations, and logistics assistance for identified events.
- Assisting in updating/maintaining any required procurement documentation.

- Assisting in the day-to-day administration of supplier contracts/service agreements relating to event production, operations and logistics.
- Assisting with the set-up, operation and pack-down of production, operations and logistics requirements for identified events, including liaising with the necessary stakeholders / suppliers to ensure success.
- Assisting in the development and updating of any event safety documents, plans, schedules, maps, manuals, or other event related documentation for various events.
- Completing any required event administration tasks including preparing meeting minutes, agendas and action lists, and updating project critical path documentation.
- Participating in event command, control and communication functions by occupying identified positions within event control rooms and operations centres.
- Fulfilling identified production, operations or logistics roles during event operational periods including driving, site crew, technical crew, logistics crew, logging etc.

Key challenges

- Task Management – effective management of both workload and time in a fast-paced, dynamic and challenging environment, and the ability to accurately extract and understand task priorities and dependencies through the interpretation of project materials such as the Critical Path.
- Communication – employing strong communication skills to effectively build positive relationships with managers/coordinators and report on work/task status, project risks and project outcomes.
- Flexibility – Providing effective assistance to the relevant manager/coordinator by maintaining flexibility in response to changing expectations/requirements throughout the planning, preparation, and implementation phases.

Key relationships

Who	Why
Internal	
Major Events and Festivals Managers and Coordinators (e.g., Production Manager, Production Coordinator)	<ul style="list-style-type: none"> • Provide effective assistance in the delivery of daily administrative, operational, production and logistical requirements. • Report on progress of assigned tasks/projects and discuss future directions. • Contribute to team discussions and decision-making processes.
Site Management and Stage Management	<ul style="list-style-type: none"> • Provide administrative, production, logistical and operational assistance as required.
External	
Vendors/Service Providers and Consultants	<ul style="list-style-type: none"> • Assisting in the day-to-day administration of supplier requirements. • Provide information as directed. • Assist in managing expectations and resolving issues.

Who	Why
Relevant Stakeholders (e.g., NSW Government Agencies)	<ul style="list-style-type: none"> • Assist in the day-to-day stakeholder engagement / management requirements. • Provide information as directed. • Assist in managing expectations and resolving issues.

Key dimensions

Decision making

The Production Assistant, Major Events and Festivals has the authority to take any reasonable steps to ensure that the smooth flow of operations is maintained, providing the actions are consistent with the responsibilities of the position and subject to any limitations, corporate policies, procedures or safe work method statements.

Reports to

The nominated Senior Production Manager, Production Manager, Project Manager, or Production Coordinator – Major Events and Festivals

Essential Knowledge, Skills & Experience

- Qualification(s) and/or previous experience in major event production, and in the provision of administrative, operational, production, technical and logistical support within a dynamic team environment.
- Well-developed written and oral communication skills, with the ability to negotiate and interact on key activities and sensitive issues.
- Ability to effectively manage time, meet deadlines, and balance competing priorities.
- Computer literacy and experience in using word processing packages, Vectorworks (or similar computer aided drafting software) and Momentus/EBMS (or similar event scheduling programs).
- Current Driver Licence valid in the State of New South Wales or willingness to obtain Driver Licence.

Capabilities for the position

The City's capability framework outlines the capabilities everyone needs to work well in their role. They are expressed as behaviours that show expected knowledge, skills, and our values. There are capabilities for **employees** and managers which provide clarity, common language and consistency.

Capability Group	Capability Name	Level
Personal attributes	Act with Integrity and Courage	Intermediate
	Demonstrate Accountability	Intermediate
	Manage Self	Intermediate
	Display Resilience and Adaptability	Foundational
Relationships	Work Collaboratively	Intermediate
	Communicate and Engage Respectfully	Foundational
	Community and Customer Focus	Foundational
	Influence and Negotiate	Intermediate
Results	Deliver Quality Results	Intermediate
	Create and Innovate	Foundational
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
Resources	Finance	Foundational
	Technology and Information	Intermediate
	Assets and Tools	Intermediate
	Procurement and Contracts	Foundational

**This profile is subject to an organisation-wide review of capability profiles. The final profile may vary slightly.*

Focus capabilities

The capabilities in bold are the focus capabilities for this position. The focus capabilities are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at a satisfactory level for a candidate to be suitable for appointment.

Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Intermediate	<ul style="list-style-type: none"> • Understands what needs to be done and steps up to do it • Pursues own and team goals with drive and commitment • Shows awareness of own strengths and weaknesses • Asks for feedback from colleagues and stakeholders • Makes the most of opportunities to learn and apply new skills

Group and Capability	Level	Behavioural Indicators
Relationships Work Collaboratively	Intermediate	<ul style="list-style-type: none"> • Encourages an inclusive, supportive and co-operative team environment • Shares information and learning within and across teams • Works well with other teams on shared problems and initiatives • Looks out for the wellbeing of team members and other colleagues • Encourages input from people with different experiences, perspectives and beliefs • Shows sensitivity to others' workloads and challenges when asking for input and contributions
Results Plan and Prioritise	Intermediate	<ul style="list-style-type: none"> • Participates constructively in unit planning and goal setting • Helps plan and allocate work tasks in line with team/project objectives • Checks progress against schedules • Identifies and escalates issues impacting on ability to meet schedules • Provides feedback to inform future planning and work schedules
Resources Assets and Tools	Intermediate	<ul style="list-style-type: none"> • Uses a variety of work tools and resources to enhance work products and expand own skill set • Ensures others understand their obligations to use and maintain work tools and equipment appropriately • Contributes to the allocation of work tools and resources to optimise team outcomes

Position Description (Employee)

Production Coordinator

Division	City Life
Business Unit	Creative City
Grade/Band	Band 5
Date position description approved	May 2024

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Our values

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Primary purpose of the position

The primary purpose of this position is to undertake the production co-ordination of events presented and produced by the City of Sydney throughout the preparation, planning and implementation phases.

Key accountabilities

- Work collaboratively in the coordination of production, operations and logistics requirements for identified events in accordance with the approved schedule and budget.

- Assist in the development of any required procurement documentation and coordinating open, transparent, competitive and effective procurement processes.
- Assist in the day-to-day administration of high-value supplier contracts/service agreements relating to event production, operations and logistics.
- Liaise with all relevant internal and external stakeholders to facilitate any production, operations and logistics requirements across the Major Events and Festivals event portfolio.
- Formulate and prepare any event safety documents, plans, schedules, maps, manuals or other event related documentation for various events.
- Oversee a small production team to ensure the safe and effective delivery of all production elements for various events.
- Play an active role in critical event command, control and communication functions by occupying identified positions within event control rooms and operations centres.
- Other production, operations or logistics related duties as directed/required.

Key challenges

- Project Management - Co-ordinating large and diverse project teams to ensure the production, operations and logistics requirements are coordinated and completed as per the critical path and approved budget.
- Flexibility – Coordinating all production, operations and logistics elements of each event in accordance with the approved plan and budget, whilst effectively communicating any variation in stakeholder expectations/requirements throughout the planning, preparation and implementation phases.
- WHS, Risk & Compliance – Abiding by, updating and maintaining the event Risk Register, Event Safety Plans and Risk Assessments whilst acknowledging the City's risk appetite and constantly evolving legislative regulatory landscape.

Key relationships

Who	Why
Internal	
Senior Production Manager, Production Manager and/or Project Manager	<ul style="list-style-type: none"> • Report on progress towards business objectives and discuss future directions. • Contribute to decision making. • Identify emerging issues/risks, outline their implications, and propose solutions.
Site Management	<ul style="list-style-type: none"> • Coordinate as per allocated events. • Support performance and development. • Assure quality of work and remediate as required.
Stage Management	<ul style="list-style-type: none"> • Lead, direct, manage as per allocated events. • Support performance and development.
Production Assistant(s)	<ul style="list-style-type: none"> • Guide, support, coach and mentor.

Who	Why
Programming, Audience and Business Operations streams of Major Events and Festivals Business unit and other City departments	<ul style="list-style-type: none"> • Provide expert advice on a range of project related issues. • Optimise engagement to achieve defined outcomes. • Foster strong mutually beneficial relationships.
External	
Vendors/Service Providers and Consultants	<ul style="list-style-type: none"> • Communicate needs, facilitate routine business transactions and resolve issues. • Manage contracts and monitor the provision of service to ensure compliance with contract and service agreements.
Relevant Stakeholders (e.g., NSW Government Agencies)	<ul style="list-style-type: none"> • Engage in, consult for delivery and evaluation of projects

Key dimensions

Decision making

The Production Coordinator – Major Events and Festivals has the authority to take any reasonable steps to ensure that the smooth flow of operations is maintained, providing the actions are consistent with the responsibilities of the position and subject to any limitations, corporate policies, procedures or safe work method statements.

Reports to

The nominated (Senior) Production Manager – Major Events and Festivals

Number of indirect reports

Up to 6

Essential Knowledge, Skills & Experience

- Demonstrated experience in major event production coordination, and in the provision of high-level operational support within a dynamic and challenging environment.
- Demonstrated advanced written and oral communication skills, with the ability to negotiate and interact on key activities and sensitive issues with a wide range of stakeholders.
- Advanced computer literacy, including experience in using word processing packages, Vectorworks (or similar computer aided drafting software) and Momentus (or similar event scheduling programs).
- Ability to co-ordinate budget activities and monitor the status of an event budget.
- Current qualifications valid in the State of New South Wales or willingness to obtain these qualifications (if offered by the City):
 - Driver Licence.
 - First Aid Certification.
 - General Construction Induction (White Card).

Capabilities for the position

The City's capability framework outlines the capabilities everyone needs to work well in their role. They are expressed as behaviours that show expected knowledge, skills and our values. There are capabilities for **employees** and managers which provide clarity, common language and consistency.

Capability Group	Capability Name	Level
Personal attributes	Act with Integrity and Courage	Intermediate
	Demonstrate Accountability	Intermediate
	Manage Self	Adept
	Display Resilience and Adaptability	Foundational
Relationships	Work Collaboratively	Adept
	Communicate and Engage Respectfully	Intermediate
	Community and Customer Focus	Foundational
	Influence and Negotiate	Foundational
Results	Deliver Quality Results	Adept
	Create and Innovate	Foundational
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Foundational
Resources	Finance	Intermediate
	Technology and Information	Intermediate
	Assets and Tools	Intermediate
	Procurement and Contracts	Adept

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Focus capabilities

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Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Adept	<ul style="list-style-type: none"> • Initiates action on team/unit projects, issues and opportunities • Accepts and tackles demanding goals with drive and commitment • Seeks opportunities to apply and develop strengths and skills • Examines and reflects on own performance • Seeks and responds well to feedback and guidance
Relationships Work Collaboratively	Adept	<ul style="list-style-type: none"> • Contributes to a culture of respect and understanding in the organisation • Creates an atmosphere of trust and mutual respect within the team • Builds cooperation and overcomes barriers to sharing across teams/units • Relates well to people at all levels and develops respectful working relationships across the organisation • Identifies opportunities to work together with other teams/units • Acts as a resource for other teams/units on complex or technical matters
Results Deliver Quality Results	Adept	<ul style="list-style-type: none"> • Takes responsibility for the quality and timeliness of the team's work products • Ensures team understands goals and expectations • Shares the broader context for projects and tasks with the team • Identifies resource needs, including team, budget, information and tools • Allocates responsibilities and resources appropriately • Gives team members appropriate flexibility to decide how to get the job done
Resources Procurement and Contracts	Adept	<ul style="list-style-type: none"> • Prepares documents that clearly set out business requirements, deliverables and expectations of suppliers • Delivers open, transparent, competitive and effective procurement processes • Manages relationships with suppliers and contractors to ensure expectations are clear and business needs are met • Takes appropriate actions to manage and mitigate procurement and contract management risks

Position Description (Employee)

Project Officer

Division	City Life
Business Unit	Creative City
Grade/Band	Band 4
Date position description approved	May 2024

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Primary purpose of the position

The primary purpose of this position is to provide project, production and administrative assistance for events presented and produced by the City of Sydney throughout the planning and implementation phases.

Key accountabilities

- Support the relevant Production Manager, Project Manager, Event Manager and/or Production Coordinator during the planning and delivery of production, operations and logistics requirements for identified events in accordance with the approved schedule and budget.

- Prepare and revising any event safety documents, plans, schedules, maps, manuals or other event related documentation for various events, whilst maintaining stringent version control and ensuring compliance with the City's Record Management Policies.
- Complete any required event administration tasks including preparing meeting minutes, agendas, action lists, and updating project critical path documentation.
- Assist in the day-to-day administration of supplier contracts and service agreements relating to event production, operations and logistics.
- Liaise with internal and external stakeholders to effectively communicate event requirements, manage expectations and ensure the successful execution of operational planning.
- Support the set-up, operation and pack-down of production, operations and logistics requirements for identified events, and liaising with the necessary stakeholders / suppliers to ensure success.
- Other production, operations or logistics related duties as directed/required.

Key challenges

- Deliver accurate and consistent work within tight timeframes.
- Establish and maintaining effective partnerships with stakeholders.
- Maintain a flexible approach to work practices to effectively respond to the changing expectations/requirements of internal and external stakeholders.

Key relationships

Who	Why
Internal	
Senior Production Manager, Production Manager, Event Manager or Production Coordinator	<ul style="list-style-type: none"> • Report on progress towards business objectives and discuss future directions. • Contribute to decision making. • Identify emerging issues/risks and their implications and propose solutions.
Production Assistants	<ul style="list-style-type: none"> • Guide, support, coach.
Site Management and Stage Management	<ul style="list-style-type: none"> • Effectively provide information as required. • Support the delivery of quality outcomes.
Other City of Sydney Business Units (e.g., Parks, Venues, Rangers, WHS, Risk & Governance, Security & Emergency Management etc.)	<ul style="list-style-type: none"> • Build positive relationships. • Effectively communicate requirements and manage expectations. • Optimise engagement to achieve defined outcomes.

Who	Why
External	
Vendors/Service Providers and Consultants	<ul style="list-style-type: none"> Effectively communicate requirements and manage expectations. Facilitate routine business transactions and resolve issues.
Relevant Stakeholders (e.g., NSW Government Agencies)	<ul style="list-style-type: none"> Provide information. Effectively communicate requirements and manage expectations. Facilitate routine business transactions and resolve issues.

Key dimensions

Decision making

The Project Officer – Major Events and Festivals has the authority to take any reasonable steps to ensure that the smooth flow of operations is maintained, providing the actions are consistent with the responsibilities of the position and subject to any limitations, corporate policies, procedures or safe work method statements.

Reports to

The nominated Production Manager, Event Manager or Production Coordinator – Major Events and Festivals

Essential Knowledge, Skills & Experience

- Experience in providing effective coordination and operational support across major events and festivals programs within a dynamic and fast-paced work environment.
- Highly developed written and oral communication skills, with the ability to interact on key business activities with a wide range of stakeholders.
- Advanced computer literacy skills and experience with relevant software packages such as Microsoft Office, event scheduling/management systems, financial management systems and computer aided drafting software (where relevant).
- Ability to initiate action and work autonomously with a high level of accuracy and attention to detail whilst exercising sound judgement and discretion.

Capabilities for the position

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Personal attributes	Act with Integrity and Courage	Foundational
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Relationships	Work Collaboratively	Intermediate
	Communicate and Engage Respectfully	Intermediate
	Community and Customer Focus	Foundational
	Influence and Negotiate	Foundational
Results	Deliver Quality Results	Intermediate
	Create and Innovate	Foundational
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Foundational
Resources	Finance	Foundational
	Technology and Information	Intermediate
	Assets and Tools	Foundational
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Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Intermediate	<ul style="list-style-type: none"> • Understands what needs to be done and steps up to do it • Pursues own and team goals with drive and commitment • Shows awareness of own strengths and weaknesses • Asks for feedback from colleagues and stakeholders • Makes the most of opportunities to learn and apply new skills

Group and Capability	Level	Behavioural Indicators
Relationships Work Collaboratively	Intermediate	<ul style="list-style-type: none"> • Encourages an inclusive, supportive and co-operative team environment • Shares information and learning within and across teams • Works well with other teams on shared problems and initiatives • Looks out for the wellbeing of team members and other colleagues • Encourages input from people with different experiences, perspectives and beliefs • Shows sensitivity to others' workloads and challenges when asking for input and contributions
Results Plan and Prioritise	Intermediate	<ul style="list-style-type: none"> • Participates constructively in unit planning and goal setting • Helps plan and allocate work tasks in line with team/project objectives • Checks progress against schedules • Identifies and escalates issues impacting on ability to meet schedules • Provides feedback to inform future planning and work schedules
Resources Technology and Information	Intermediate	<ul style="list-style-type: none"> • Shows confidence in using core office software and other computer applications • Makes effective use of records, information and knowledge management systems • Supports the introduction of new technologies to improve efficiency and effectiveness

Position Description (Employee)

Site Assistant

Division	City Life
Business Unit	Creative City
Grade/Band	Band 3
Date position description approved	May 2024

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Primary purpose of the position

The primary purpose of the Site Assistant is to provide effective support to the Site Manager by assisting with the safe and efficient set-up, operation and removal of identified event sites/overlays in accordance with the safety plan, site plan, production schedule and other event documentation.

Key accountabilities

- Assist the successful, safe and sustainable delivery of the City's Major Events and Festivals program by effectively supporting the Site Manager during the setup, operation and removal of identified site infrastructure, personnel/resourcing and

creative overlay in accordance with the site plan, production schedule, safety plan and other event specific documentation.

- Monitor the safety of all contractors, staff, stakeholders and public accessing the event site during setup, operation and removal, and proactively detecting, reporting and documenting any unsafe or unhealthy conditions/behaviour arising from such activity.
- Demonstrate effective communication skills, and following identified escalation techniques, to coordinate the activities, operations and performance of suppliers and stakeholders working on site, and address issues as they arise.
- Assist the Site Manager in responding to, investigating, resolving, recording and reporting details of any on-site incidents in accordance with the Event Safety Plan.
- Maintain regular contact with event control/operations centres, providing regular reportage on site attendance, and acting as a deputy site warden (where required).
- Assist with the ongoing maintenance and completion of any on-site administrative requirements including delivering on-site inductions, assisting with the completion of any required targeted risk assessments, ensuring signed copies of all required SWMS/SWPs are available on site, maintaining accurate records and completing daily reports as directed.
- Assist with the setup, operation, and removal of identified event equipment, temporary infrastructure, staging and creative overlay as instructed.
- Other production, operations or logistics related duties as directed/required.

Key challenges

- Time Management – Many of the sites activated through the City's Major Events and Festivals program involve the setup, operation and removal of complex creative and operational overlays in tight timeframes. The Site Assistant must employ strong time management skills to effectively manage requests for assistance from multiple contractors, staff and stakeholders and address any competing priorities and deadlines.
- Flexibility – Due to the dynamic nature of event operations and the inter-dependencies of event overlays, changes in the expectations and requirements of the City and/or the event's suppliers and stakeholders is common on site. The Site Assistant must ensure a flexible working approach is maintained at all times to support the successful delivery of the event and ensure a positive, safe and sustainable experience for attendees.
- WHS & Risk Management – The City takes the health, safety and wellbeing of all staff, contractors, stakeholders and guests accessing our event sites seriously. The Site Assistant must maintain an effective and practical understanding of the work health and safety requirements relating to event/site operations, and be able to proactively identify detect, escalate and document any unsafe or unhealthy conditions/behaviour occurring on site.

Key relationships

Who	Why
Internal	
Senior Production Manager, Production	<ul style="list-style-type: none"> • Receive project briefing information. • Receive taskings/work instructions.

Who	Why
Manager, Project Manager and Production Coordinator	
Site Manager	<ul style="list-style-type: none"> • Receive day to day taskings/work instructions. • Report on progress towards objectives. • Contribute to decision making. • Identify emerging issues/risks, outline their implications, and propose solutions. • Provide effective operational and administrative support.
External	
Vendors/Service Providers and Consultants	<ul style="list-style-type: none"> • Facilitate open, respectful and transparent communication. • Provide information/advice on site related issues. • Support the quality delivery of contracted services. • Effectively identify issues and resolve/escalate as required.
Relevant Stakeholders (e.g., NSW Government Agencies)	<ul style="list-style-type: none"> • Facilitate open, respectful and transparent communication. • Effectively identify issues and resolve/escalate as required.

Key dimensions

Decision making

The Site Assistant – Major Events and Festivals has the authority to take any reasonable steps to ensure that the smooth flow of operations is maintained, providing the actions are consistent with the responsibilities of the position and subject to any limitations, corporate policies, procedures or safe work method statements.

Reports to

Site Manager – Major Events and Festivals.

Essential Knowledge, Skills & Experience

- Qualifications in event management and/or experience in providing on-site assistance/support on large-scale major events.
- Strong written and oral communication skills, with the ability to provide quality customer service to the public and address sensitive issues with contractors, suppliers and stakeholders.
- Ability to act autonomously in the execution of daily administration and coordination of multiple projects/tasks.
- Working knowledge of event Work Health and Safety/Risk Management requirements, including an operational understanding of regulatory/legislative requirements and industry best practice processes.
- Current qualifications valid in the State of New South Wales or willingness to obtain these qualifications (if provided by the City):

- Driver Licence.
- First Aid Certification.
- General Construction Induction Card (White Card).

Capabilities for the position

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	Influence and Negotiate	Foundational
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Group and Capability	Level	Behavioural Indicators
Personal Attributes Display Resilience and Adaptability	Intermediate	<ul style="list-style-type: none"> Adapts quickly to changed priorities and organisational settings Welcomes new ideas and ways of working Stays calm and focused in difficult situations Perseveres through challenges Offers own opinion and raises challenging issues
Relationships Work Collaboratively	Adept	<ul style="list-style-type: none"> Contributes to a culture of respect and understanding in the organisation Creates an atmosphere of trust and mutual respect within the team Builds cooperation and overcomes barriers to sharing across teams/units Relates well to people at all levels and develops respectful working relationships across the organisation Identifies opportunities to work together with other teams/units Acts as a resource for other teams/units on complex or technical matters
Results Plan and Prioritise	Intermediate	<ul style="list-style-type: none"> Participates constructively in unit planning and goal setting Helps plan and allocate work tasks in line with team/project objectives Checks progress against schedules Identifies and escalates issues impacting on ability to meet schedules Provides feedback to inform future planning and work schedules
Resources Assets and Tools	Intermediate	<ul style="list-style-type: none"> Uses a variety of work tools and resources to enhance work products and expand own skill set Ensures others understand their obligations to use and maintain work tools and equipment appropriately Contributes to the allocation of work tools and resources to optimise team outcomes

Position Description (Employee)

Site Manager

Division	City Life
Business Unit	Creative City
Grade/Band	Band 5
Date position description approved	May 2024

The City of Sydney

Our people are passionate about their communities and connected to their teams. They're motivated by our genuine commitment to diversity and inclusion, demonstrated by our clear, compelling plan for our global city: [Sustainable Sydney 2030 – 2050 Continuing the Vision](#).

Caring for our city, creating a future for all is our purpose. No matter the role we play, caring for our communities, environment, work and people is our foundation. We're passionate about our city: its venues, facilities, open spaces and everything we do to make it a great global city. And our people: our commitment to social justice so no one gets left behind.

Our values

We have 3 values that guide our everyday behaviours and reflect us at our best.

Make a difference: We care about our community and strive to be our best every day. We act with integrity in the best interests of our city and colleagues.

Better together: We do our best when we listen to the voices of others and work as a team. We celebrate our diversity, finding ways for everyone to belong.

Embrace possibilities: We encourage curiosity and are open to new ideas. We challenge ourselves to find the best solutions for our city and our organisation.

Primary purpose of the position

The primary purpose of the Site Manager is to coordinate the safe and effective set-up, operation and removal of identified event sites/overlays in accordance with the safety plan, site plan, production schedule and other event documentation.

Key accountabilities

- Deliver a successful, safe and sustainable City of Sydney Major Events and Festivals program by coordinating the setup, operation and removal of identified site

infrastructure, personnel/resourcing and creative overlay in accordance with the site plan, production schedule, safety plan and other event specific documentation.

- Ensure the safety of all contractors, staff, stakeholders and public accessing the event site during setup, operation and removal by effectively monitoring and coordinating the working conditions and activities under the control of the position, proactively detecting any unsafe, unhealthy conditions or behaviour, and taking immediate steps to investigate, rectify, and document any risks to health, safety and welfare arising from such activity.
- Employing effective communication, and following identified escalation techniques, to report on performance of suppliers and stakeholders on site and address issues as they arise.
- Acting as the City's representative on site, and responding to, resolving, recording and reporting details of any on-site incidents in accordance with the Event Safety Plan.
- Playing an active role in critical event command, control and communication functions by maintaining regular contact with event control/operations centres, providing regular reportage on site attendance, and acting as a site warden (where required).
- Coordinating any on-site administrative requirements including leading the on-site induction process, completing any required targeted risk assessments, ensuring all SWMS/SWPs remain relevant, updated and signed, maintaining accurate records and completing daily reports as directed.

Key challenges

- Site Coordination – Coordinating the successful delivery of a large and diverse site delivery team comprised of third-party contractors, City of Sydney Staff and strategic event stakeholders to ensure high-quality outcomes are achieved safely and within the available schedule and budget.
- Time Management – Contribute to the delivery of creative, operational and technical outcomes within tight timelines and budgets by leveraging the skills, expertise and knowledge of available resources and ensuring a collaborative working approach is maintained on site.
- WHS & Risk Management – Ensuring all on-site activities and operations are conducted safely and in compliance with the relevant policies, procedures, legislative requirements and industry best practice guidelines noting the City's risk appetite and constantly evolving legislative and regulatory landscape.

Key relationships

Who	Why
Internal	
Senior Production Manager or Production Manager	<ul style="list-style-type: none"> • Receive project briefing information. • Receive taskings/work instructions. • Report on progress towards business objectives and discuss future directions. • Contribute to decision making. • Identify emerging issues/risks, outline their implications, and propose solutions.
Production Coordinator	<ul style="list-style-type: none"> • Receive project briefing information.

Who	Why
	<ul style="list-style-type: none"> • Receive taskings/work instructions. • Report on progress towards business objectives and discuss future directions. • Contribute to decision making. • Identify emerging issues/risks, outline their implications, and propose solutions.
Programming, Business Operations and Creative Staff	<ul style="list-style-type: none"> • Provide expert advice on a range of site related issues. • Optimise engagement to achieve defined outcomes. • Foster strong mutually beneficial relationships.
External	
Relevant Stakeholders (e.g., NSW Government Agencies)	<ul style="list-style-type: none"> • Facilitate open, respectful and transparent communication. • Manage expectations and requirements. • Work collaboratively to effectively identify and resolve relevant issues. • Negotiate mutually beneficial outcomes
Vendors/Service Providers and Consultants	<ul style="list-style-type: none"> • Manage expectations and requirements. • Provide expert advice on a range of site related issues. • Support quality delivery of contracted services. • Assure quality of work and remediate as required.

Key dimensions

Decision making

The Site Manager – Major Events and Festivals has the authority to take any reasonable steps to ensure that the smooth flow of operations is maintained, providing the actions are consistent with the responsibilities of the position and subject to any limitations, corporate policies, procedures or safe work method statements.

Reports to

To the nominated Senior Production Manager, Production Manager or Production Coordinator – Major Events and Festivals.

Essential Knowledge, Skills & Experience

- Qualifications in Event Management and/or extensive Site Management experience on large-scale major events including the setup, operation and removal of temporary event infrastructure.
- Strong written and oral communication skills, including a demonstrated ability to provide high-quality customer service to the public and negotiate favourable outcomes on issues with contractors, suppliers and stakeholders.
- Knowledge and previous experience in managing the delivery of event operational, production and technical elements/operations, including the ability to read, interpret and update technical specifications, technical drawings, production schedules, safety

plans, and supervision and management of event staff, contractors, vendors, suppliers and volunteers.

- Extensive knowledge of event Work Health and Safety/Risk Management requirements, including an advanced understanding of regulatory/legislative requirements and industry best practice processes.
- Current qualifications valid in the State of New South Wales or willingness to obtain the following qualifications (if provided by the City):
 - Driver Licence.
 - First Aid Certification.
 - General Construction Induction Card (White Card).

Capabilities for the position

The City's capability framework outlines the capabilities everyone needs to work well in their role. They are expressed as behaviours that show expected knowledge, skills and our values. There are capabilities for **employees** and managers which provide clarity, common language and consistency.

Capability Group	Capability Name	Level
Personal attributes	Act with Integrity and Courage	Intermediate
	Demonstrate Accountability	Intermediate
	Manage Self	Adept
	Display Resilience and Adaptability	Intermediate
Relationships	Work Collaboratively	Intermediate
	Communicate and Engage Respectfully	Intermediate
	Community and Customer Focus	Foundational
	Influence and Negotiate	Intermediate
Results	Deliver Quality Results	Intermediate
	Create and Innovate	Foundational
	Plan and Prioritise	Adept
	Think and Solve Problems	Intermediate
Resources	Finance	Foundational
	Technology and Information	Intermediate
	Assets and Tools	Intermediate
	Procurement and Contracts	Adept

**This profile is subject to an organisation-wide review of capability profiles. The final profile may vary slightly.*

Focus capabilities

The capabilities in bold are the focus capabilities for this position. The focus capabilities are those judged to be most important at the time of recruiting to the position. That is, the ones that must be met at least at a satisfactory level for a candidate to be suitable for appointment.

Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Adept	<ul style="list-style-type: none"> • Initiates action on team/unit projects, issues and opportunities • Accepts and tackles demanding goals with drive and commitment • Seeks opportunities to apply and develop strengths and skills • Examines and reflects on own performance • Seeks and responds well to feedback and guidance
Relationships Communicate and Engage Respectfully	Intermediate	<ul style="list-style-type: none"> • Focuses on key points and communicates in 'Plain English' • Clearly explains and presents ideas and technical information • Monitors own and others' non-verbal cues and adapts where necessary • Listens to others when they are speaking and asks appropriate, respectful questions • Shows sensitivity in adapting communication content and style for diverse audiences
Results Plan and Prioritise	Adept	<ul style="list-style-type: none"> • Consults on and delivers team/unit goals and plans, with clear performance measures • Takes into account organisational objectives when setting and reviewing team priorities and projects • Scopes and manages projects effectively, including budgets, resources and timelines • Manages risks effectively, minimising the impacts of variances from project plans • Monitors progress, makes adjustments, and evaluates outcomes to inform future planning
Resources Assets and Tools	Intermediate	<ul style="list-style-type: none"> • Uses a variety of work tools and resources to enhance work products and expand own skill set • Ensures others understand their obligations to use and maintain work tools and equipment appropriately • Contributes to the allocation of work tools and resources to optimise team outcomes

