

MAJOR EVENT FACILITATOR

POSITION DESCRIPTION

Position Title:	Major Event Facilitator
Responsible To:	Team Leader, City Events
Council Portfolio:	City Community
Council Program:	City Culture
Classification Level:	Salaried, Level 6

Overview of Portfolio

The City Community Portfolio strives to deliver exceptional experiences for our community and customers, providing opportunities for creativity, recreation and wellbeing in a city that is safe, accessible and supportive of all our communities.

Overview of Program

The City Culture Program creates brilliant experiences for all who choose to live in and enjoy our City. By activating and curating places and spaces, and providing opportunities for creativity, recreation, and wellbeing, we connect, support and inspire our diverse community, and draw more people to Adelaide to live, study, work and play.

Key Relationships / Interactions

Internal	City of Adelaide (CoA) staff members across all Portfolios, Programs & Corporate Teams
External	State Government departments and agencies
	Emergency Services including SAPOL, MFS, Health/Ambulance Service.
	Cultural Institutions
	National and international event companies
	South Australian Tourism Commission and Adelaide Oval
	Traffic management companies
	Sporting organisations
	Precinct and resident associations and groups, property and business owners
	General public and residents
	Key suppliers, event contractors and service providers
	Council's lease and license holders

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Primary Purpose

The Major Event Facilitator's purpose is to provide a key role to the successful delivery of an annual city-wide calendar of major outdoor events for hirers and users of Council Park Lands, roads and facilities. This role develops collaborative working relationships with major event organisers and other key stakeholders at all organisational levels, ensuring events and associated activities are successfully coordinated in line with relevant legislation and City of Adelaide policies and regulations.

The role delivers a solution-focused and sustainable approach to a highly dynamic sector. The Major Event Facilitator provides support and direction to customers and stakeholders to identify opportunities to magnify existing and establish new events in the City's Park Lands and roads, while growing Adelaide's cultural landscape and recognition both nationally and internationally.

Responsibilities

The Major Event Facilitator is responsible for:

- Facilitating the annual city-wide calendar of major outdoor events for hirers and users of Council Park Lands, roads and facilities.
- Providing project management of Park Lands and road event bookings, including expert technical advice, insights and direction to support the presentation of high-quality, safe events in line with relevant legislation and City of Adelaide policies and regulations.
- Partnering with relevant authorities, licensing bodies and other key internal and external stakeholders, to ensure that events are conducted with consideration of potential impacts to the city.
- Assessing Park Land and temporary road closure event proposals in accordance with the Adelaide Event Guidelines and ensuring transport objectives and localised community impacts are considered with a balanced, strategic approach.
- Providing timely, reliable, expert advice to the Team Leader City Events, on matters relating to event requirements, risk management, resource allocation, stakeholder engagement, project timelines and outcomes.
- Preparing Council reports, e-news, community engagement packages and execution of quotations and invoices in accordance with Council's fees and charges.
- Preparing reports for Chief Executive Officer approval in relation to temporary road closures, ensuring associated legislation has been adhered to.
- Negotiating event specific operating conditions to enable the preparation of event licences and road event permits.
- Assessing event management plans and documents required for the execution of event licences and road event permits.
- Coordination, negotiation, quotation and invoicing of required CoA operational services, remediation and event fees.
- Developing risk management plans for events and activities where needed.
- Reviewing traffic management plans, consulting with internal stakeholders, Emergency Services, DIT and other stakeholders as required.
- Providing event and road closure technical advice to all areas of Council and Council's customers, ensuring events, road closures and associated activities are coordinated in a streamlined, customer focussed manner.
- Attending events where applicable and undertaking site inspections prior to and post event to support that risks to the public and Park Lands are mitigated and events are managed in accordance with event licence conditions.
- Inspecting temporary road closures where applicable to ensure compliance with the associated traffic management plans, road event permit conditions and that potential risks are mitigated.

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- Collaborating with internal City of Adelaide teams to ensure upcoming events are considered in regard to planned projects and/or other activities across the City.
- Ordering goods and services in line with Council's policy and procedures.
- Capturing and analysing data from event de-briefs and stakeholder feedback and using this information to inform project evaluation and future planning.

Responsibilities for all employees:

- Model and champion an inclusive, respectful, and ethical workplace culture, aligned with our CoA values and Employee Behavioural Standards, actively promoting equal opportunity, diversity and equity.
- Adhere to organisational policies and WHS requirements while promoting a safe, inclusive environment that safeguards both physical and psychological wellbeing for self and others.
- Promptly report WHS incidents or near misses and use equipment, supplies, and personal protective equipment safely and responsibly.
- Adhere to security and safety requirements (physical and cyber) by following secure information/data handling practices and procedures that support and secure our systems.
- Proactively identify and report any cyber security risks, breaches, incidents, or suspicious activity such as phishing, unauthorised access, or mishandling of information.
- Complete all mandatory training and ongoing professional development.

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Position Criteria

Qualifications	A tertiary qualification in event management, tourism, public relations, marketing or related field and/or commensurate demonstrated experience in lieu of formal qualifications. Possess a Statement of Attainment regarding Work Zone Traffic Management training or willingness to obtain accreditation.	Essential
People Management	Demonstrated ability to communicate with and assist people in order to manage work and resources across a range of projects and in a manner that supports professional development.	Essential
Financial Skills & Acumen	Demonstrated ability to understand broad commercial realities and to quickly absorb and understand relevant information from reports as required.	Essential
Technical Knowledge & Experience	Significant understanding of the procedures, processes, policies and legislation required to manage and facilitate a diverse range of events.	Essential
	Demonstrated knowledge and experience and a clear, proven understanding of the South Australian Road Traffic Act and the Australian Road Rules as they relate to temporary road closures used to facilitate events. Demonstrate knowledge and experience in the use of administration of traffic control measures/devices used to give effect to temporary road closure and/or activate on roads.	Desirable
Project Management	Understanding of a project life cycle, and ability to assist with strategies relating to projects and programs and ability to promote cross functional collaboration.	Essential
Innovation & Initiative	Ability to apply analytical and creative skills in order to effectively develop and implement event functions across the organisation. Demonstrated adaptability and flexibility, with a commitment to continuous improvement and the ability to review procedures and systems, identifying and recommending improvements where appropriate.	Essential
Resource Management & Decision Making	Ability to effectively utilise allocated resources which includes planning, delegating and prioritising. Ability to prioritise and be flexible when responding to changing priorities and demands.	Essential
Professional Development	A commitment to ongoing professional development and continuous learning.	Essential

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Customer Commitment & Integrity	A commitment to internal and external customers demonstrated through the provision of timely, reliable and expert advice on matters within area of responsibility. Experience in delivering a high standard of customer services to prominent community and business leaders, international and cultural groups, VIPs, committees and boards.	Essential
Collaboration & Communication	Ability to build positive relationships and consult, negotiate and communicate with all levels of management and staff, government agencies, stakeholders, event service providers and the community, both verbally and in writing. Significant ability to work as part of a team with group processes and to effectively operate independently when necessary.	Essential
Administrative Skills	Good organisational and time management skills and the ability to prioritise, set deadlines, solve complex problems and make effective recommendations and decisions. An awareness of Workplace Health & Safety issues, standards and actions in the workplace.	Essential
Government Experience	Experience working in a government environment.	Desirable

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Our Values

Our values will guide us towards becoming a stronger, more effective organisation with a positive and mutually beneficial work environment for everyone.

	Achievement • Deliver what matters • Ensure clarity of direction and unity of purpose • Inspire excellence and strive for outstanding results
	Collaboration • Work together to build successful teams and partnerships • Be open, inclusive, and share knowledge • Seek, provide, and act on feedback
	Customer Commitment • Know your customers and put them first • Listen to and understand customer needs • Be responsive, close the loop and deliver on promises
	Integrity • Own your actions, successes and mistakes • Act with transparency, honesty, and respect • Do what you say you will do
	Innovation • Look for ways to improve and create positive change • Think broadly and take a wider viewpoint • Be responsive to new ideas and opportunities

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Special Conditions

- Performance will be based upon the delivery of the agreed goals recorded in your Performance Review documentation.
- Some out of hours work will be required in order to meet the requirement of the role.
- An unencumbered Drivers Licence may be required.
- A satisfactory Police Clearance may be required.
- A satisfactory Medical Clearance may be required.
- Where applicable, I have reviewed and understand the delegations associated with this position.

Physical Demands

Role	Event Facilitator
Work Area	Community & Culture
Physical Demand Rating	Very Light Work

Physical Demand	O	F	C	Description	FCA Notes
Sitting			✓	Ergonomic adjustable chair	Critical Range of Motion: Shoulder to 90° flexion. Lift Capacity: Up to 2kg (ream of paper). Push / Pull Force: N/A Environmental Factors: Indoor. Carpet in most offices. Lift access in most buildings. Task Rotation: Tasks are varied by the worker. Pause exercises, stretches and standing up are self-directed by the worker. Workers can alternate sides with the computer mouse. PPE: Office attire and appropriate footwear.
Standing	✓			Accessing folders, p/copier, talking to others	
Walking		✓		Meeting with others, moving between rooms	
Climbing	✓			Option to take the stairs	
Bending	✓			Reaching down to low shelves, p/copier	
Squatting	✓			Reaching down to low shelves, p/copier	
Gripping		✓		Mouse, stationery, phone	
Forward Reach	✓			Typing, using the mouse, phone usage	
Lift	✓			Light items, folders, paper and documents	
Carry	✓			Short distances within the building /office	

O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%).

***This is a general statement regarding the physical requirements of the role. The inherent physical requirements are underpinned by Job Dictionaries, which can be accessed by contacting the People Team (OSCAR).**

Agreement

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the Corporation may require you to carry out any duties which are within your skills and competence.

**** Electronic Offer**** By accepting your letter of offer electronically you are agreeing to the work profile / job description attached to your offer.