

Position Details	
<b>Position Title</b>	Events Co-ordinator
<b>Reference Number</b>	1253
<b>Employment Type</b>	Full-time
<b>Location</b>	Thursday Island
<b>Minimum Award/Classification</b>	TSC Certified Agreement 2019 QLGIA (Stream A) Division 2, Section 1 - Level 5
<b>Maximum Award / Classification</b>	TSC Certified Agreement 2019 QLGIA (Stream A) Division 2, Section 1 - Level 5
<b>Roster Pattern</b>	19-day month
<b>Position Summary</b>	<p><b>Events Co-ordinator</b></p> <p>Reference Number: 1253  Salary Range: \$83,835.44  Location: Thursday Island  Close Date: Monday 12<sup>th</sup> August 2024</p> <p>Reporting to the Business Services Manager, this key position is an identified position and will implement and coordinate all Council Events within our Shire.</p> <p>The individual we are seeking will be a highly motivated team player working proactively in a busy work environment. You will need to be able to work autonomously as well as in a team.</p> <p>Ideally, the successful applicant will need to: -</p> <ul style="list-style-type: none"> <li>• Experience in Event Co-ordination and community liaison in a relevant supervisory position in a medium sized organisation to fulfil the requirements of the role specification responsibilities.</li> <li>• Be a mature and positive person with at least 2 years in Events Management or Marketing;</li> <li>• Good organisational and communication skills.</li> <li>• Good interpersonal skills and telephone manner.</li> <li>• Demonstrate excellence in applying analytical skills.</li> </ul> <p>For a full listing of the Key Duties and Responsibilities and full selection Criteria please contact our HR Team for a copy of the position description.</p> <p>In return we offer the following benefits: -</p> <ul style="list-style-type: none"> <li>• Great team environment</li> <li>• 19-day month</li> <li>• 5 weeks annual leave</li> <li>• 12% contribution to superannuation</li> <li>• Annual leave loading</li> <li>• Locality Allowance</li> <li>• Remote Area Allowance</li> <li>• Subsidised health and well-being membership (gym / swimming pool)</li> <li>• On-going opportunities for learning and development</li> </ul>

	<p><b>How to apply:</b></p> <p>Your application must be addressed to the “<b>Chief Executive Officer</b>” and <b>emailed</b> to <a href="mailto:employment@torres.qld.gov.au">employment@torres.qld.gov.au</a> and must include following:</p> <ul style="list-style-type: none"> <li>• Cover letter addressing the key selection criteria.</li> <li>• Copy of your resume.</li> </ul> <p><b>Applications not addressing the full selection criteria will not be considered.</b></p> <p><b>Pre-Employment Assessment:</b></p> <p>As part of the selection process, applicants may be required to undertake some or all of the following pre-employment assessments / checks: -</p> <ul style="list-style-type: none"> <li>• Pre-employment medical, which will include a functional capacity assessment and drug and alcohol test.</li> <li>• National police / criminal history check</li> <li>• Numeracy and Literacy Assessment</li> <li>• Computer Skills Assessment</li> <li>• Qualification / Licence Verification</li> <li>• Right to Work in Australia Check</li> <li>• Psychometric testing</li> </ul> <p><b>Employment Eligibility:</b></p> <p>To be eligible to apply for a position at Torres Shire Council, you must fulfil one of the following criteria: -</p> <ul style="list-style-type: none"> <li>• Permanent resident of Australia</li> <li>• Australian Citizen</li> <li>• Entitlement to work visa</li> </ul> <p>Torres Shire Council encourages applications from Aboriginal and Torres Strait Islander people.</p>
<p><b>Selection Criteria</b></p>	<p>SC1: Demonstrated skills, knowledge and experience in line with the role specification responsibilities;</p> <p>SC2: Qualifications/training at the level relevant to the position;</p> <p>SC3: Demonstrated ability to successfully manage an Event function within Council;</p> <p>SC4: Knowledge of Ailan Kastom &amp; traditional languages;</p> <p>SC5: Ability to contribute to performance improvement and enhance service delivery across Council;</p> <p>SC6: Demonstrated ability to identify and implement process improvement initiatives;</p> <p>SC7: Demonstrated high level of communication, negotiation and interpersonal skills and proven ability to manage and interface in the public and private sector environments;</p> <p>SC8: Ability to motivate work teams and staff, and apply employment equity, anti-discrimination and workplace health and safety practices;</p> <p>SC9: Capacity to plan workload, achieve set goals and meet deadlines;</p> <p>SC10: Understanding of change management;</p> <p><b>Desirable</b></p> <ol style="list-style-type: none"> <li>1. Local government experience</li> <li>2. Degree in Marketing or related</li> </ol>
<p><b>Contact Person</b></p>	<p>Torres Shire Council Human Resource Team</p>
<p><b>Contact Number</b></p>	<p>07 40831 200</p>
<p><b>Contact Email</b></p>	<p><a href="mailto:employment@torres.qld.gov.au">employment@torres.qld.gov.au</a></p>
<p><b>Closing Date</b></p>	<p>12pm, Monday 12<sup>th</sup> August 2024</p>
<p>Please note that this position will close at 12pm (AEST) on the closing date. Please ensure your application is added before this time as we do not accept late applications</p>	