

WHITEHORSE CITY COUNCIL

Position description

Job title: Event Project Officer	
Classification: Band 5	Effective Date: December 2025
Reports to: Cultural Services Coordinator	Tenure: Temporary

About us:

At Whitehorse City Council, community is at the heart of everything we do.

We aspire to be a healthy, vibrant, prosperous and sustainable community. We enable this through strong leadership and community partnerships.

We strive to stay ahead of evolving changes and needs of our community.

Our five key principles empower our employees to be innovative and to provide an excellent customer experience. We are a resilient organisation where everyone belongs.



**Excellent Customer
Experience and
Service Delivery**



**Great
Organisational
Culture**



**Innovation
and Continuous
Improvement**



**Good Governance
and Integrity**



**Long Term
Financial
Sustainability**

We value:

Our shared values and behaviours are integral to how we go about our work, interact with each other and our community. It is expected that all employees 'live' these shared values. In living these values we also ensure that everyone has a voice and that everyone matters.

Collaboration

We work flexibly together to achieve outcomes and solve problems.

Respect

We actively listen, value diversity and care.

Excellence

We adapt, respond, learn and grow.

Accountability

We take responsibility and follow through on our promises.

Trust

We act with integrity and are empowered to make decisions.

Goal Statement

To provide high quality administrative support to ensure the safe and effective delivery of the Night Market Activations contract.

Key Responsibilities

Position Specific Responsibilities

- Develop, implement and maintain effective administrative systems and practices to support the delivery of the contract.
- Provide event planning and compliance information and assistance to the contractor.
- Effectively engage with Whitehorse City Council Departments to provide a coordinated approach to their involvement in, and the delivery of the contract.
- Provide support in the coordination of internal processes to ensure event delivery of the contracted events.
- Work closely with Council's Communications, Advocacy & Investment Department to ensure that events/festivals are effectively promoted to targeted markets.
- Act as Council's representative on the day of the activations
- Support the evaluation, documentation and post-project reporting requirements.
- Provide excellent customer service to both internal and external stakeholders.
- Understand the invoice/payment cycle and assist in coordinating and ensuring timely payments.
- Responsibility for scheduling and running project meetings, including taking and distributing minutes.
- Ensure administration and accountability in relation to Council policies and procedures.
- Other administrative tasks required to deliver the project.

Corporate Responsibilities

- Adhere to all Corporate Policies, Procedures and the Organisational Goals and Values in the current Whitehorse City Council Collective Agreement.
- Understand and adhere to the Risk Management Policy (as it relates to the employees work area) and related procedures that are designed to minimise injury and/or loss to individuals, assets and equipment.
- Report any matters that may impact on the safety of Council employees or citizens, assets and equipment.

- Support, enable and encourage strategies and actions identified in Council's Gender Equality Action Plan (GEAP) to improve workplace gender equality.
- Champion a safe environment for children and young people in accordance with Council's commitment to Child Safety.

Authority

Budget: Nil.

Staff responsibility: Nil.

Decision Making: The position will require problem solving and has the scope to exercise discretion in the application of the established standards and procedures.

Key Relationships

The position works closely with Council's contractor as well as the Cultural Services Coordinator and Senior Arts Officer Festivals. The role also interacts with other members of staff and management across the organisation.

Skills and Attributes

Qualifications/Certificates/Licences and Experience

- Experience in previous Local Government administrative roles.
- Previous experience in event/festival planning and compliance.
- Ability to work effectively within a team environment.
- Working with Children Check
- Valid Victorian Drivers Licence

Technology

- Experience and proficiency in Office 365 and Council's various purchasing and administration software packages.

Interpersonal

- Good oral and written communication skills and excellent telephone manner.
- Be able to resolve job specific problems and gain cooperation and assistance from staff, members of the public and customers in the administration of well-defined activities.
- Maintain open and frequent communication with the associated team to ensure priorities are set and expectations are clear.

Leadership/management

- Cooperate with other staff and gain assistance where required.

Other Attributes

- Skills in managing time and organising and planning own work to meet deadlines.

Key Selection Criteria

- Previous experience in event/festival planning and compliance.
- Demonstrated experience in providing high level administration and project support services, working both independently and in a team environment.
- Demonstrated ability to manage workflows and competing priorities, including the ability to work under pressure.
- Demonstrated ability to manage and resolve issues in a timely and effective manner to deliver positive outcomes.
- Well developed interpersonal skills with demonstrated ability to liaise effectively with a wide range of stakeholders.

Physical Requirements

POSITION TITLE: Event Project Officer

LOCATION/DEPARTMENT: Arts & Cultural Services

TASK DESCRIPTIONS

Task	Performed Often	Performed Sometimes	Never/Rarely Performed
Keyboard duties	✓		
Reading tasks	✓		
Writing tasks	✓		
Sitting (extended periods)	✓		
Walking/standing (briefly)	✓		
Walking/standing (extended)		✓	
Driving car/utility/truck		✓	
Lifting/carrying duties (light)		✓	
Lifting/carrying duties (heavy)			✓
Pushing/pulling tasks (light)			✓
Pushing/pulling tasks (heavy)			✓
Chopping/digging tasks			✓

Bending/kneeling requirements			✓
Climbing stairs/ladders/scaffolds			✓
Handling grease/oils			✓
Exposure to dust/dirt			✓
Exposure to hazardous materials			✓
Exposure to noise			✓
Repetitive arm/wrist/hand movements	✓		