

# POSITION DESCRIPTION

<b>POSITION</b>	<b>POSITION NUMBER</b>
Sports Events Officer	2670
<b>CLASSIFICATION</b>	<b>ANZSCO CODE</b>
Band 6	225113
<b>DEPARTMENT</b>	<b>DIVISION</b>
Recreation Services	Community Wellbeing
<b>AGREEMENT</b>	<b>LOCATION</b>
Ballarat City Council Enterprise Agreement No. 8, 2019	Phoenix Building and Ballarat Aquatic and Lifestyle Centre

## Position Objectives

- To attract sporting events to the City of Ballarat that will have the dual impact of increasing economic impact for the community and that would build the reputation of Ballarat as a sports event city.
- Target events that leverage off the City of Ballarat's major investment in high level sporting infrastructure such as BSEC (Selkirk Stadium), Mars Stadium and the Ballarat Regional Soccer Facility.
- Lead sport event acquisition and promote the value of sport events across Ballarat and implement and monitor an action plan that promotes Ballarat to sporting associations across the State and throughout Australia.
- Provide succession planning and backup support for the supervision of events held at major sporting venues such as Mars Stadium and the Ballarat Regional Soccer Facility.

## Key Responsibility Areas

- Monitor and report against the Ballarat Sports Events Strategy and annual action plan.
- Prepare an annual report on the Sports Events Acquisition program.
- Prepare and communicate an annual sports events calendar.
- Responsible for stakeholder management of national State and Regional Sports Organizations.
- Negotiate contracts to secure major sports events for Ballarat.
- Measure and assess acquittal reports on events including the economic and reputational impact of the event hosting in Ballarat.
- Analyse and advocate for appropriate facility upgrades that would assist event acquisition.
- Liaise with event managers and venue managers to ensure successful events.
- Liaise closely with City of Ballarat's events and tourism business units to ensure scheduling of events maximises benefits to Ballarat.
- Ensure that internal and external communications are clear and can suitably promote Ballarat as a sports event's city.
- Maintain a prospectus of sport venues in Ballarat that can host major sporting events.
- In conjunction with the economic development and tourism teams develop a process whereby cross unit collaboration builds Ballarat's reputation for hosting sports events.
- Coordinate, identify and secure government grants.
- Keep ELT and EMT informed of event activity and progress of event acquisition.
- Support the recreation services team, deliver the Active Ballarat action plan in the sports events space.
- Develop a five-year pipeline of sporting events for Ballarat.
- Support the venue manager at Mars Stadium and BRSF in delivery of event days and undertake appropriate training that will enable backup support and succession if required.

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REPORTS TO:	DIRECT REPORTS:
Executive Manager Recreation Services	N/A
ORGANISATIONAL RELATIONSHIPS	
Internal: <ul style="list-style-type: none"> <li>• Recreation Services</li> <li>• Events unit</li> <li>• Tourism Business Unit</li> <li>• Media and Communications</li> <li>• Venue Managers i.e. Mars Stadium BRSF</li> </ul>	External: <ul style="list-style-type: none"> <li>• National, State and Regional Sporting Associations</li> <li>• Local sporting associations</li> <li>• Ballarat sports venues</li> <li>• Sports Event promoters</li> <li>• Sports Event hosts</li> </ul>

ORGANISATIONAL RELATIONSHIPS
<p><b>Accountability and extent of authority:</b></p> <ul style="list-style-type: none"> <li>• Coordinate the efficient and effective development of the sports events program against objectives.</li> <li>• Provide specialist advice on sports events across the City of Ballarat and with external stakeholders.</li> <li>• Coordinate the development of suitable event acquisition policies and procedures.</li> <li>• This position has scope to exercise discretion in the application of established standards and procedures.</li> <li>• Responsible for the development of contract documentation, and to negotiate agreements in relation to the acquisition of major sporting events under guidance of Executive Manager Recreation Services.</li> <li>• Responsible for budget application and can undertake expenditure within budget parameters, and to advocate for event acquisition funding internally and externally.</li> <li>• Responsible for the timely production of reports to Leadership Team and Council.</li> <li>• Act autonomously in the day-to-day management of resources under supervision, where freedom to act is governed by policies, objectives, and budgets with reporting to the Executive Manager to ensure achievement of team goals and objectives as required.</li> <li>• To make a positive contribution to the efficient and effective output of the area by completing objectives and providing direct support and assistance to other staff as required. This is in accordance with customers' needs, within nominated timeframes.</li> </ul> <p><b>Judgement and decision making:</b></p> <ul style="list-style-type: none"> <li>• The work outcomes for the position are developed in conjunction with the Executive Manager Recreation Services, with the scope to select and develop appropriate methods from a range of alternatives to reach these outcomes.</li> <li>• Required to resolve problems with diverse community groups and provide advice on the development of appropriate policy for Council.</li> <li>• The employee will be required to make high level professional judgements and decisions critical to the department effecting the organisation.</li> <li>• The work is subject to plans and objectives set by the Executive Manager Recreation Services and Organisation.</li> <li>• The employee will possess the judgement and decision-making skills necessary to achieve the business unit's objectives.</li> <li>• Utilise highly developed personal and professional expertise to provide advice internally and externally.</li> </ul>

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- Prepare reports for the Executive Manager Recreation Services with recommendations to Management and Council in relation to sports event acquisitions.
- The position has direct budgetary decision-making responsibility.
- Required to solve problems by adapting previous experiences along with objectives of the organisation/department, analysing available options and making recommendations for action.

## **Specialist skills and knowledge:**

- A strong understanding of Local Government processes and State and Federal priorities (preferred).
- Sound knowledge of event management and the administration of sporting organisations
- Demonstrated project management skills, with reference to the processes of scoping and developing projects and events identifying functional and ongoing operational issues.
- Stakeholder engagement skills to support and work effectively with business and community groups.
- Demonstrated ability to respond to unplanned issues within a political context.
- Ability to write reports and prepare external correspondence including funding submissions.
- Awareness of risk management practices and legislative matters regarding public liability.
- Proficiency in computer and database management and high-level skills in Microsoft Word, Excel, and Access.

## **Management skills:**

- Established skills in time management, planning and organising workload.
- Demonstrated ability to liaise and collaborate with staff and both directly and indirectly across the organisation.
- Setting of priorities and the ability to achieve broad long-term goals and short-term objectives in the most efficient way possible within available resources and a set timeframe.
- An ability to work independently and autonomously and in a team environment.
- Understanding of and ability to implement personnel policies and practices, including Equal Employment Opportunity, Occupational Health and Safety and Risk Management policies.
- Ability to respond positively to change.

## **Interpersonal skills**

- Well-developed oral communication skills to communicate clearly and effectively with staff, Councillors, and the community to coordinate projects.
- Excellent written communication skills to effectively prepare council and internal reports, external correspondence, guidelines, and policy papers.
- Proven ability to gain cooperation and assistance from a range of people including other staff, community representatives, sporting industry, statutory and government representatives.
- High level ability to provide clear advice in both oral and written form about the matters for which the position is responsible in a courteous and efficient manner to both internal and external customers.
- Ability to resolve issues within the organisation through teamwork and gaining cooperation of staff.
- Ability to demonstrate integrity, responsibility, respect, and innovation in all aspects of the position.
- Ability to problem solve and liaise with internal and external counterparts to discuss and resolve specialist issues or concerns.
- Ability to work and develop partnerships with a range of stakeholders including community groups, external organisations and committees.

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## Qualifications and experience

- A tertiary degree in sports management or event management or relevant senior level experience in tourism, event management, local government, and the sports industry.
- Experience in community liaison work and develop partnerships with a range of stakeholders including community groups, external organisations and committees.
- Demonstrated experience with relevant budgeting techniques, with the ability to direct the developing and monitoring budgets for recreation programs and services.
- Demonstrated experience in developing strategies, services, programs, and facilities in an effective and sustainable manner for the community.

## SELECTION CRITERIA

- Qualifications and experience as listed above.
- Sound knowledge of event management and the administration of sporting organisations.
- Ability to work and develop partnerships with a range of stakeholders including community groups, external organisations and committees.
- Sound written communication skills to effectively prepare council and internal reports, external correspondence, guidelines, and policy papers.
- Demonstrated project management skills, with reference to the processes of scoping and developing projects and events identifying functional and ongoing operational issues.
- Demonstrated experience with relevant budgeting techniques, with the ability to direct the developing and monitoring budgets for recreation programs and services.

## ACKNOWLEDGEMENT

Please sign and date to acknowledge you have read and understood this position description.

Name:

Signature:

Date:

*The City of Ballarat is committed to being a child safe organisation and has zero tolerance for child abuse and harm. We are committed to providing an environment and culture that promotes the safety, health and well-being of children and young people and which provides a voice to all children, including those from an Aboriginal and Torres Strait Islander background, with disabilities and from culturally, religiously and linguistically diverse backgrounds. We have policies, procedures and training in place that support our employees, volunteers and contractors to achieve these commitments and to ensure all children are listened to, their views respected, and their contribution recognised to ensure Council environments are safe.*