



This is an exciting and unique opportunity to be part of an organisation with an energetic and collaborative approach with a commitment to meeting the expectations of customers and the communities of Douglas.

Our organisation offers excellent working conditions and a range of generous employee benefits including flexible working arrangements and supports and encourages our employees with training and professional development opportunities.

Applications are hereby invited for the following positions:-

Events Officer (Maximum Term up to March 2027)

Douglas Shire Council is an Equal Opportunity employer, promoting workplace diversity and a safety culture with a smoke free environment

DEPARTMENT: Corporate and Communities

APPLICATIONS CLOSE: Friday 17 October 2025

Your application must consist of the following information: -

CHECKLIST

- ☒ **Cover Sheet** - *Please tick which area you are applying for – you can apply for one or both*
- ☒ **Covering Letter addressing the three main elements under the selection criteria:**
 - ~ Qualifications*
 - ~ Knowledge, Skills and Expertise*
 - ~ People Oriented Skills and Attributes*
- ☒ **Copy of current resume, qualifications, and licences (relevant to the position)**



Applications should be addressed to:

Douglas Shire Council
People and Culture
PO Box 723
Mossman QLD 4873

recruitment@douglas.qld.gov.au



**WITH COMPLIMENTS
INFORMATION KIT**

Events Officer (Maximum Term up to March 2027)

Closing Date: Friday 17 October 2025

IMPORTANT INFORMATION REGARDING YOUR APPLICATION

Please read the following information on 'How to Apply' as it will help you with the preparation of your employment application. Be sure to read the details of the Information Kit carefully.

PRE-EMPLOYMENT ASSESSMENT

Following the selection of a preferred candidate Council will require a number of further checks including reference checks, police history / criminal history checks, medical assessment and drug and alcohol test.

EMPLOYMENT ELIGIBILITY

To apply you must be a Permanent resident of Australia, Australian Citizen, New Zealand Citizen or hold the appropriate visa to work in Australia to apply

Privacy Information: Douglas Shire Council is collecting your personal information in accordance with the Information Privacy Act for the purpose of assessing your skills and experience against the position requirements. The information you provide in your application will only be used by authorised Council Officers, including Human Resources and the relevant selection panel members. Your information will not be given to any other person or agency unless you have given us permission, or we are required by law.

Application Process

The following information will detail the application process and provide you with the information on “how to apply”.

In most cases, you no longer have to address each individual selection criteria in writing. Instead, you are asked to tailor your application to address three main elements in a covering letter and provide your resume. Please keep the covering letter brief (from two to three pages). Unless specifically requested, there is no need to write individual responses to the Selection Criteria in the Position Description.

What is required?

Using the streamlined process for short listing means your application will be assessed against the three main elements:

- i. **Qualifications**
- ii. **Knowledge, Skills and Expertise**
- iii. **People Oriented Skills and Attributes**

When preparing your application, read through the **Key Duties and Responsibilities and Selection Criteria** within the Position Description and organise your information under the three headings to create your covering letter. You can use the Selection Criteria to help you identify how your knowledge, skills, experience, personal attributes and qualifications are most relevant to the position.

Qualifications

Include details of and where you attained any education, training, qualifications, tickets and licences including those you are working towards.

Knowledge, Skills and Expertise

Identify relevant knowledge, skills and work experience as it relates to this role. Your response might provide examples that give details of the nature and extent of your experience, skills, responsibilities and any notable accomplishments or achievements.

People Oriented Skills and Attributes

These are personal characteristics you possess that would make you successful in this role. For example, if you are articulate and a good listener and the role requires you to provide excellent communication skills you need to demonstrate situations where you have exhibited this and how it will be of benefit to the role.

The chairperson of the selection panel may contact you for further clarification of your application during the short-listing process.

Addressing the three main elements

When addressing the three main elements you should ensure that your responses are relevant to the position. Using bullet points with examples is a simple approach to demonstrate how you meet the requirements of the position. When using examples try keeping to the following STAR principles:

Situation - What was the situation? Start by providing an example of where and when you carried out a specific task, used a required skill or demonstrated the particular knowledge.

Task - What were the tasks involved? Write about what your role was and what you did or were responsible for such as the tasks or duties you undertook that demonstrate your skills, knowledge or ability.

Action - What actions did you take to achieve the tasks? What skills, knowledge or ability did you use, what did you do and how did you do it?

Result - What resulted from the actions you took? What did you achieve and what were the results of what you did?

DOUGLAS SHIRE COUNCIL
GENERAL CONDITIONS OF EMPLOYMENT

<u>POSITION:</u>	Events Officer
<u>LOCATION:</u>	Mossman Administration Building
<u>POSITION STATUS:</u>	Full-time (temporary) with a maximum term up to March 2027
<u>CLASSIFICATION:</u>	Level 3 / 4
<u>SALARY:</u>	Salary range \$81,731.04 - \$96,009.71 per annum
<u>HOURS OF DUTY:</u>	Nominal 72.50 hours per fortnight, nine (9) day fortnight as per agreement.
<u>AWARD:</u>	Queensland Local Government Industry (Stream A) Award – State 2017 and applicable division(s).
<u>LEAVE:</u>	Five (5) weeks annual leave and up to fifteen (15) days sick leave per annum. Annual Leave Loading applies. A nine (9) day fortnight rostered day off system also applies
<u>SUPERANNUATION:</u>	Employer superannuation contributions will be made at the rate of 12% of your salary through membership of Brighter Super or a complying fund. Employees may nominate to Council superannuation contributions they would like to contribute.
<u>APPLICATIONS:</u>	<p>Applications can be submitted by:</p> <p>Addressed to: Private and Confidential Douglas Shire Council People and Culture PO Box 723 MOSSMAN QLD 4873</p> <p>or</p> <p>recruitment@douglas.qld.gov.au</p>
<u>CLOSING DATE:</u>	Friday, 17 October 2025

Position Applied for: Events Officer (Maximum Term up to March 2027)

Mr ☐Mrs ☐Ms ☐Miss ☐

Date: _____

Given Names: _____

Family Name: _____

Preferred Name: _____

Postal Address:

Home Address:

Telephone Numbers:

Home: _____

Work: _____

Mobile: _____

Preferred Contact Number:

Email:

Have you previously worked for Douglas Shire Council?

☐ No ☐ Yes

Dates: _____

Are you a current employee of Douglas Shire Council?

☐ No ☐ Yes

Dates: _____

Current Employees must complete:

Employee No:

Classification Level:

Position Title:

Department:

Supervisor:

Are you currently being represented by an external recruitment agency?

☐ No ☐ Yes

Name of Agency:

In order for Douglas Shire Council to monitor its advertising effectiveness, could you please indicate where you located this advertisement: *(Please tick)*☐ Douglas Shire Council website☐ Douglas Shire Council Facebook☐ Douglas Shire Council LinkedIn☐ On-line (please specify site, e.g. seek.com, CouncilJobs.com, lgjobs.com.au):This section is Optional: Do you identify with any of the following groups? *(Please tick)*☐ Aboriginal / Torres Strait Islander☐ Disability☐ English as Second Language*Applicant Consent Details (Please Tick):*☐ I consent to my application being considered for other similar positions within Council over the next 6 months and I consent to my application and personal information being forwarded to the relevant Council Officer for consideration.**NB. By ticking this box it does not automatically mean that your application will be considered for all positions at Council. A separate application must be submitted for each vacancy.**

Applicants Signature:

POSITION DESCRIPTION

Position Title:	Event Officer						
Position Number:	106						
Department:	Corporate and Communities						
Unit:	Community Services						
Team:	Community and Economic Development						
Reports To:	Reports to Team Leader Community and Economic Development						
Award Classification:	Level 3 / 4						
Hours:	Nominal 72.5 hours per fortnight, nine (9) day fortnight as per agreement. Ability to work flexible hours including nights, weekends and public holidays is a requirement of this position						
Pre-placement Medical:	Yes						
National Police History Check:	Yes						
Date Developed:	October 2017						
Date Reviewed:	September 2025						
Douglas Values							
Champion behaviour which exhibits the following values which underpin our efforts to build a culture based on positive relationships with colleagues and the community.							
<table border="1"> <tr> <td>Adapt</td><td>Integrity</td></tr> <tr> <td>Respect</td><td>Teamwork</td></tr> <tr> <td colspan="2">Community Care & Support</td></tr> </table>		Adapt	Integrity	Respect	Teamwork	Community Care & Support	
Adapt	Integrity						
Respect	Teamwork						
Community Care & Support							

Position Objectives

The purpose and function of the position is to:

- To coordinate the successful delivery of various community and civic events.
- To coordinate Council's event management processes and act as the key liaison point with external event organisers.
- To implement and advise Council's Event Funding Programs and Resource and Performance Agreements.
- To provide a high level of customer service, guidance, and information to external event organisers and to Council's internal stakeholders.

Organisational Relationships

Position Reports to:	Team Leader Community and Economic Development
Position Supervises:	Nil
Internal Relationships:	The Event Officer works within the Corporate and Communities Department and directly with Community and Economic Development Team.
External Relationships:	The Event Officer works with government peers and leaders, local government representatives and members of the public.

Qualifications and Experience

Essential:

Qualifications

- Relevant qualifications and/ or extensive experience in the events industry or appropriate field.
- Class C drivers licence.

Knowledge, Skills & Expertise

- Demonstrated knowledge and experience working in the events industry including an understanding of state and regional event strategies, policies and funding structures.
- Demonstrated experience working on sponsorships and partnership programs.
- Demonstrated experience with graphic design principals, advertising, branding, social media, marketing and public relations.
- Demonstrated effective analytical and conceptual skills and the ability to provide sound advice and creative solutions.
- Demonstrated ability to manage resources (including budgets) allocated to specific projects and events.
- Demonstrated high level of organisational and project management skills.
- Demonstrated ability to adapt to a changing work environment.

- Demonstrated ability with appropriate computer software, particularly in the Microsoft Office suite of programs.

People Oriented Skills & Attributes

- Demonstrated high level of oral and written communication skills including organisational and administrative skills.
- Ability to facilitate staff work groups and obtain staff buy-in to projects being undertaken.
- Demonstrated ability to translate technical concepts into plain English and the ability to consult with internal officers.
- Knowledge of team processes and the demonstrated ability to contribute positively to a multi-disciplinary team.

Desirable:

Qualifications

- Demonstrated high level research and communication skills and / or project management expertise.

Knowledge, Skills & Expertise

- Demonstrated experience in event management, tourism or related field.
- Previous Local Government experience.
- Experience in the use of the Microsoft suite and InDesign or similar software.

People Oriented Skills & Attributes

- Ability to establish and maintain good working relationships with all major stakeholders.
- Strong ability to communicate well, both verbally and written with Elected Representatives, senior staff and members of the public.

Key Responsibilities & Duties

Duties and responsibilities include but are not limited to:

- Coordination of Council's Event Funding Program including assessment of applications, review of the program and presentation of recommendations to Council via workshops and Council reports.
- Coordination of Council's Resource and Performance Agreements. Negotiating terms and preparation of documentation and reports for Council's consideration.
- Coordination of sustainable events in accordance with Council policies and procedures.
- Initiation, planning coordination and, as required, the delivery of Council's major civic and community events. This includes Carnivale, New Years Eve, and Christmas in the Park, ANZAC Day, Australia Day awards, citizenship ceremonies etc.
- Managing and attracting, sponsorships and partnerships relating to Council run events.
- Applying for, and Acquitting event grants.
- Collaborating with Councils media department to promote Council events
- Site management and coordination of the set-up and pack down of events.
- Providing a central point of contact for event coordinators and internal stakeholders for the delivery of major events in the Shire. Providing solution-based advice to resolve competing internal stakeholder needs.
- Coordinating and collating data for uploading to Council's web-based events calendar.

- Developing and managing event budgets, including input into the Community and Economic Development annual budget.
- Preparation of high-quality submissions, papers, reports and community documents as required.
- Managing work processes and setting priorities to meet deadlines and achieve corporate objectives.
- Understanding and maintaining high standards of confidentiality.
- Provide excellent customer service and to actively work to solve customer problems.
- Ensure all corporate information is captured within Council's systems adhering to Recordkeeping policies and procedures.
- Other tasks and duties considered reasonable as directed by the Team Leader Community and Economic Development, including participating constructively as a member of the Community and Economic Development team.

Performance Indicators

It is expected the incumbent will provide:

- Successfully implement and evaluate an annual calendar of events, meeting the identified objectives of Council and working within approved programs and budgets.
- Provide a high standard of communication, negotiation and coordination with internal and external stakeholders, including presentations to Councillors and timely preparation of high-quality reports as required.
- Set a consistently high standard of work, demonstrating the ability to set priorities and organise duties to meet agreed timeframes.