

Position Title	Corporate Services Officer
Position Number	2016-01
Employment Agreement	SCEC Certified Agreement
Classification Level	3.1
Department	General Manager

THE EVENTS CENTRE

The Events Centre is the Sunshine Coast’s premier performing arts venue and hosts a range of entertainment events, cultural events, meetings, recreation and commercial activities and opportunities for the local community and visitors to the Sunshine Coast.

The Events Centre is operated by The Sunshine Coast Events Centre Pty Ltd, an independent venue management company owned by Sunshine Coast Council.

PRIMARY ROLE

The General Manager’s office is The Events Centre’s hub for leadership in the organisation, and provides strategy, management, and advice to all Centre employees and contractors.

The role of the Corporate Services Officer is to provide services and support to the General Manager and the Centre’s Board of management, while also carrying out key projects and liaison to assist with the operation of the Centre, in areas ranging from policy to human resources to facility works.

KEY RESPONSIBILITIES

1. Provide comprehensive, confidential, corporate support functions to the General Manager.
2. Prepare reports, agendas, minutes, action items and correspondence on behalf of the General Manager.
3. Develop, maintain and improve office administration systems and processes, and maintain confidential storage of records and documents.
4. Undertake project management and tasks as instructed by the General Manager.
5. Prioritise appointments and meetings for the General Manager and appropriately schedule and maintain business diaries. This includes liaison with other staff, Board Directors, levels of government, business and community representatives.
6. Manage the processes and tasks surrounding the annual cycle of Board and Sub-committee meetings, including agendas, minute taking, maintaining action lists and other associated activities.
7. In consultation with the General Manager, liaise with and assist Directors of the Board.
8. Foster and contribute to a working environment that encourages teamwork, shared learning and information exchange in the achievement of organisation excellence.
9. Manage correspondence, invitation lists and responses on Events Centre matters.
10. Fulfil workplace health and safety responsibilities in accordance with the Workplace Health and Safety policy.
11. Perform any other duties that are reasonably within the competency, skills and training of incumbent as may be directed from time to time by the General Manager.

WORKPLACE HEALTH & SAFETY

It is a condition of employment that the incumbent undertakes to observe, understand and perform all duties in accordance with workplace health and safety legislation, regulation, and applicable policies.

Commitment to the Work Safe : Live Well 7 Safety Essentials

Be fit for work ▪ Look after yourself and others ▪ Manage risk - if it’s not safe don’t do it ▪ Follow procedures and instructions ▪ Check all plant & equipment and be competent in its use ▪ Use and maintain correct PPE ▪ Report all hazards, incidents and near misses.

REPORTING ARRANGEMENTS

Reports to:	General Manager
Leadership/Supervision:	n/a
Internal Liaison:	The Events Centre Board of Directors, all Events Centre staff, contractors and volunteers
External Liaison:	Clients, promoters, artists, members of the public, business partners, community and cultural organisations, Sunshine Coast Council staff

DELEGATIONS

Records management responsibilities of this position as prescribed.

Financial Delegations:	n/a
Management of Contracts:	n/a

SELECTION CRITERIA

1. Proven experience in providing a high standard of administrative and corporate support at an executive level in a dynamic, customer focused business environment while displaying a high degree of judgement, initiative and confidentiality.
2. Demonstrated high level of written, verbal and interpersonal communications skills, including the ability to work with internal and external customers at all levels.
3. Ability to coordinate various projects at any one time whilst keeping key stakeholders updated.
4. Experience in developing and implementing business improvement processes.
5. Ability to fulfil the essential requirements and key responsibilities of the position.

QUALIFICATIONS, LICENCES AND CERTIFICATES, ADDITIONAL REQUIREMENTS

Essential

- A minimum of three years' experience working in a senior administrative or executive support role
- Local government knowledge and experience
- Business process improvement experience
- Expertise in formal writing, especially minute taking, policy writing and business case creation
- Excellent communication and interpersonal skills
- Strong administrative and computer skills with a working knowledge of Microsoft Word, Excel and other standard office software, as well as specialist events management software
- Working With Children - Blue Card or the ability to acquire same

Desirable

- Formal qualifications in business, leadership, management or the performing arts
- A background in or knowledge of performing arts or venue management
- First Aid Certificate
- Current Drivers licence – "C" Class
- Knowledge of EEO legislation, Workplace Health and Safety issues, duties and responsibilities as applicable to this position

Note: Training will be provided on the job but it is expected that employees take every opportunity to develop their own skills and abilities by attending training courses and additional appropriate study as opportunities arise.

POSITION ENQUIRIES

Enquiries in relation to this position should be directed to:

Gary Mears, General Manager
The Events Centre Pty. Ltd.
PO Box 5, Caloundra QLD 4551
Ph: (07) 5491 4240 or email: catherine@theeventscentre.com.au