



Position Description

Position	Event & Venue Production Officer
Directorate	Marketing & Visitor Experience
Location/s	Headland Park, Mosman, and other sites as required
Reports to	Events & Venue Manager
Direct Reports	Nil
Enterprise Agreement Classification	Level 4
Our Organisation	<p>The Sydney Harbour Federation Trust (Harbour Trust) manages extraordinary places on the world's best harbour and provides the public with access to precious bushland, parks and open spaces.</p> <p>Located in First Nations countries, our visitor destinations are known for their natural beauty. They also feature heritage-listed structures and other remnants from Australia’s colonial, maritime and military history. For these reasons, they have significance on a national and international scale.</p> <p>Our vision includes making our destinations accessible to diverse audiences, amplifying their heritage and environmental values through storytelling and – through their conservation, remediation and adaptive reuse – fostering a sense of place and belonging.</p>
Code of Conduct & Values	<p>All employees at the Harbour Trust abide by the Harbour Trust’s key values and Code of Conduct, behaving honestly and with integrity and acting with care and diligence.</p> <p>Employees are required to maintain confidentiality of all Harbour Trust information, upholding the Harbour Trust’s values, integrity and its good reputation.</p>
Harbour Trust Behaviours	Delivering on these behavioural expectations is the responsibility of all staff and forms part of our integrated performance framework:



	<ul style="list-style-type: none"> - We are ambassadors - We share information - Us not they - Collaboration is key - Caring for country mindset - We are all storytellers - Being constructive - Innovation mindset
Delegations	To fulfill your role and responsibilities, you are delegated powers outlined within the Harbour Trust Register of Delegations. Delegated powers are to be exercised responsibly in a proper, ethical, diligent, professional and efficient manner, including always acting in good faith and in the best interests of the Harbour Trust.
Health & Safety	The Harbour Trust integrates safety into all aspects of the business to promote a positive safety culture and takes proactive steps to mitigate the risk of harm to employees and others in the workplace.
Our Commitment	The Harbour Trust is an equal employment opportunity employer, committed to ensuring all employees are free from discrimination and harassment; where everyone is treated with dignity, courtesy and respect.

ROLE OVERVIEW:

The Events & Venue Production Officer will contribute to and sometimes lead Harbour Trust community events and internal programming, as well as provide operational and logistical support for partnership and third-party events as needed. This may include managing service requirements (power, water, sewer), waste and cleaning, barge scheduling, equipment needs, and manual handling for short-term activations across our sites.

The Events & Venue Production Officer is adaptable and highly organised, capable of managing several projects simultaneously, within budget and on time. The role reports to and works closely with the Events & Venue Managers and will need to actively and positively engage with internal stakeholders at the Harbour Trust, the community, private sector, other levels of government, and agencies.



ROLE ACCOUNTABILITIES:

- Plan and coordinate Harbour Trust community events like Sunset Sessions and Chair's Xmas Party.
- Share Event Notification briefs, internal event plans, liaise with external providers, and action all relevant stakeholder communications.
- Assist with event-related media and marketing materials.
- Provide accurate and timely reports and review and ensure execution of event documentation (schedules, site plans, WHS documentation, transport management plans, waste and cleaning, barging schedules).
- Provide logistical support for contractors and event organisers, ensuring heritage asset protection and public safety.
- Provide on-site supervision for entire event period, ensuring compliance with licence agreements and WHS standards.
- Conduct and report on venue inspections, filing WHS documentation.
- Manage event site inspections, repairs, and maintenance, logging work orders in Asset Easy.
- Manage Harbour Trust event furniture and equipment, ensuring proper use, storage, cleanliness and return.
- Be an ambassador for the Harbour Trust and maintain excellent stakeholder relationships.
- Conduct site inductions with all venue users and contractors prior to them coming to the site.

While we have made every effort to include all core responsibilities in this position description, it is not an exhaustive list of accountabilities. Tasks and priorities may change based on business needs.

SELECTION CRITERIA:

Essential (Qualifications, attributes, skills and knowledge)

- Demonstrated practical experience in Venue Operations and Logistics and working with event organisers in a variety of environments, (ie. indoor, outdoor, post-industrial spaces, heritage buildings).
- Demonstrated experience in technical and production of events and festivals including scoping, determining project resources, budgeting processes and project delivery.
- Great communication and stakeholder management skills with suppliers, sponsors, performers and other staff to ensure an exciting and successful event.
- Proven ability to be organised, display initiative, work to established times and follow directions / instructions.
- Proven capacity to work in a small team structure with the ability to work unsupervised.
- Physically fit and capable of performing safe manual handling tasks over extended periods.
- Excellent level of attention to detail with a proactive approach to resolving practical and logistical problems.



- Willingness to work on weekends and outside of business hours if required.
- Working knowledge of Workplace Health and Safety requirements and managing risk in public spaces.
- IT Knowledge and skills in Microsoft Office (Word, Excel and Outlook).

Desirable

Experience with BOOKABLE online ticketing and booking is highly regarded.

ELIGIBILITY:

- Satisfy a Police Check
- Hold Australian citizenship or residency or appropriate visa.
- Current Driver's licence

INTEGRATED LEADERSHIP SYSTEM - Level 4

Supports strategic direction	Achieves results	Supports productive working relationships	Displays personal drive and integrity	Communicates with influence
<p>Supports shared purpose and direction</p> <p>Understands and supports the organisation's vision, mission and business objectives. Communicates and follows direction provided by supervisor. Recognises how own work contributes to the achievement of organisational goals. Understands the reasons for decisions and recommendations.</p> <p>Thinks strategically</p> <p>Understands the work environment and contributes to the development of plans, strategies and team goals. Identifies issues and problems that may impact on own work objectives. Demonstrates an awareness of the implications of issues for own work.</p>	<p>Identifies and uses resources wisely</p> <p>Reviews task performance and communicates outcomes to supervisor. Makes effective use of individual and team capabilities. Is responsive to changes in requirements.</p> <p>Applies and builds professional expertise</p> <p>Contributes own expertise to achieve outcomes for the business unit.</p> <p>Responds positively to change</p> <p>Establishes task plans and simple project plans with measurable milestones to deliver objectives. Responds in a positive and flexible manner to change. Shares information with others and</p>	<p>Nurtures internal and external relationships</p> <p>Builds and sustains positive relationship with team members and clients. Is responsive to changes in client needs and expectations.</p> <p>Listens to, understands and recognises the needs of others</p> <p>Actively listens to colleagues and clients. Shares information and ensures others are kept informed of issues. Works collaboratively and operates as an effective team member.</p> <p>Values individual differences and diversity</p>	<p>Demonstrates public service professionalism and probity</p> <p>Adopts a principled approach and adheres to the APS Values and Code of Conduct. Acts professionally at all times and operates within the boundaries of organisational processes and legal and public policy constraints. Operates as an effective representative of the work area in internal forums.</p> <p>Engages with risk and shows personal courage</p> <p>Provides accurate advice on issues. Acknowledges mistakes and learns from them, and seeks guidance and advice when required.</p> <p>Commits to action</p> <p>Takes personal responsibility for accurate completion of work and seeks guidance when required.</p>	<p>Communicates clearly</p> <p>Confidently presents messages in a clear, concise manner. Focuses on key points and uses appropriate language. Structures written and oral communication to ensure clarity.</p> <p>Listens, understands and adapts to audience</p> <p>Seeks to understand the audience and tailors communication style and message accordingly. Listens carefully to others and checks to ensure their views have been understood. Checks own understanding of others' comments.</p> <p>Negotiates confidently</p> <p>Listens to, and considers different ideas and discusses</p>

on Description – Event



Harnesses information and opportunities

Draws on information from multiple sources and uses agreed guidelines to analyse what information is important and how it should be used. Keeps self and others well informed on work progress.

Shows judgement, intelligence and commonsense

Undertakes analysis and draws accurate conclusions based on evidence. Thinks laterally and identifies and implements improved work practices.

adapts to a changing environment.

Takes responsibility for managing work projects to achieve results

Sees tasks through to completion. Works within agreed priorities. Commits to achieving quality outcomes and adheres to documentation procedures. Seeks feedback from supervisor to gauge satisfaction and seeks guidance when required.

Recognises the positive benefits that can be gained from diversity. Recognises the different working styles of individuals, and factors this into the management of tasks. Tries to see things from different perspectives. Treats people with respect and courtesy.

Shares learning and supports others

Identifies learning opportunities. Makes time for people and supports the contribution of others. Understands and acts on constructive feedback.

Shows initiative and does what is required. Commits energy and drive to see that goals are achieved.

Promotes and adopts a positive and balanced approach to work

Focuses on achieving, objectives even in difficult circumstances. Remains positive and responds to pressure in a calm manner.

Demonstrates self awareness and a commitment to personal development

Seeks feedback from others. Communicates areas of strengths and works with supervisor to identify development needs. Reflects on own behaviour and recognises the impact on others. Seeks self-development opportunities.

issues credibly and thoughtfully. Identifies other people's expectations and concerns.