



POSITION DESCRIPTION

POSITION TITLE	Civic Events Officer
DIRECTORATE - SECTION	Chief Executive Officer
LEVEL - EBA	4 - Salaried
RESPONSIBLE TO	Manager Governance

OUR VISION

Connected Communities, Valuing Nature and Creating our Future Together.

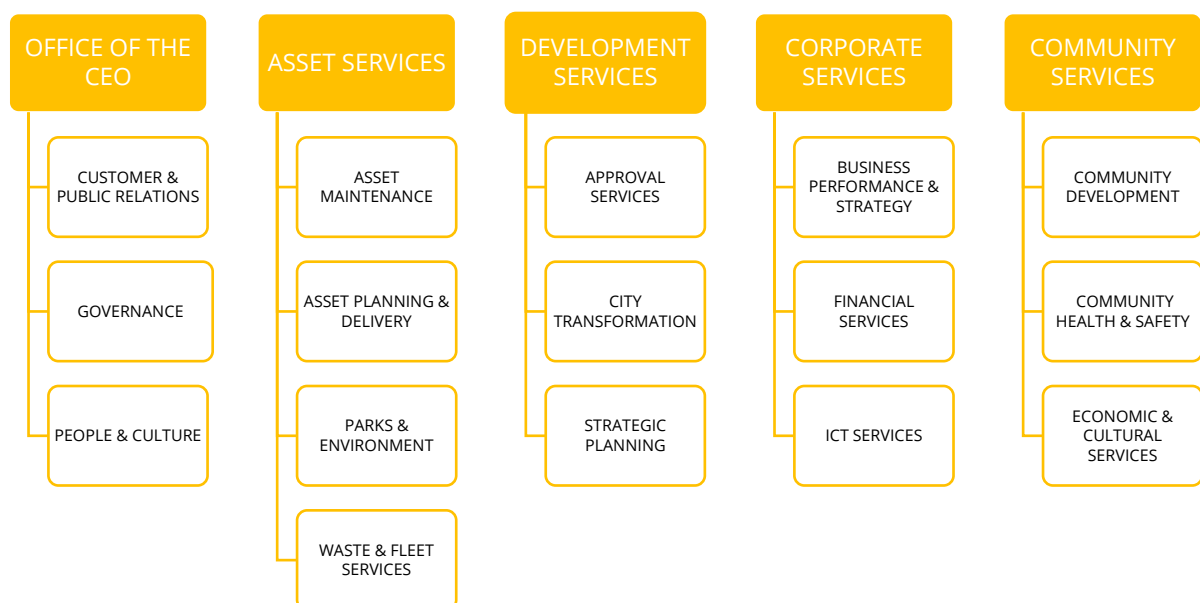
OUR SIMPLE GUIDING PRINCIPLES

Ensure everything we do will make Kalamunda socially, environmentally and economically sustainable.

OUR VALUES

SERVICE	Provide excellent customer service at all times, through effective listening and understanding, in order to go beyond the commonplace when we serve others.
PROFESSIONALISM	Maintain professionalism by upholding the corporate image, speaking carefully and acting quickly to ensure others know we are reliable, respectful and competent.
QUALITY	Uphold quality and show initiative through clear thinking, planning mindfully, acting decisively, measuring carefully and regularly reviewing the goals to be achieved.

ORGANISATIONAL STRUCTURE & FUNCTIONS



THE OVERALL OBJECTIVE OF THIS POSITION

The Civic Events Officer is responsible for the planning and delivery of the City's Citizenship ceremonies and Civic events.

KEY RESULT AREAS

- Plan and coordinate the City's regular Citizenship Ceremony including liaison with the Department of Home Affairs, Australian Electoral Commission and other relevant stakeholders as required to facilitate the citizenship process, ensuring ceremonies are conducted in accordance with the Australian Citizenship Ceremonies Code.
- Plan and coordinate the City's Australia Day Citizenship Ceremony including liaison with the Department of Home Affairs, Australian Electoral Commission and other relevant stakeholders as required to facilitate the citizenship process, ensuring the ceremony is conducted in accordance with the Australian Citizenship Ceremonies Code.
- Plan and coordinate Civic Events including bestowal of the Freeman of the City, ensuring they are conducted according to requirements.
- Review processes relating to Citizenship Ceremonies and Civic Events for continuous improvement.
- Provide prompt, efficient and courteous service to all customer enquiries.
- Provide support to the Governance Business Unit as required.
- Perform other reasonable duties as required, in accordance with skills, knowledge and experience.

WORKPLACE HEALTH AND SAFETY

- Employees must take reasonable care for their own health and safety and that of others who may be affected by their actions or omissions.
- Comply, so far as they are reasonably able, with any reasonable instruction given by the City to allow the City to comply with WHS laws.
- Cooperate with any reasonable policy or procedure of the City relating to health or safety at the workplace.

WORKPLACE COMPETENCY

Uphold the City's values of Service, Professionalism and Quality and demonstrate behaviours that reflect the organisations values, supports cross functional teams and meets customer and organisational needs.

TRAINING/QUALIFICATION(S)

Demonstrated experience in administration / event duties.

ESSENTIAL KNOWLEDGE/SKILLS CRITERIA

- Highly developed interpersonal, teamwork, communication and relationship building skills with an ability to provide a high level of customer service.
- Well developed computer literacy skills with excellent attention to detail.
- Ability to work after hours, as required.
- Demonstrated ability to work in a culturally diverse environment.

DESIRABLE KNOWLEDGE/SKILLS CRITERIA

- Experience in planning and / or delivering Citizenship Ceremonies.
- Experience working in Local Government or a similar environment.

PHYSICAL REQUIREMENTS

The City welcomes people with a disability to apply for this position. Reasonable workplace accommodations and aids are available as required.

- Physical ability to undertake manual handling for setting up and packing down events and functions.
- Ability to use computers to read, analyse and produce written materials.
- Hearing, vision and cognitive abilities required to engage with members of the public/stakeholders and other staff by phone, in person and in writing.
- Able to sit for extended periods of time.
- Cognitive and psychological abilities required to problem solve in a demanding administrative context (guidance for complex problem solving is available).

DIVERSITY

The City of Kalamunda is committed to and values the advantages and benefits that equity, diversity, and inclusion (EDI) brings to all its staff. The City seeks to integrate the principles of EDI throughout the organisation, to enrich our perspective, improve performance, increase community value, and enhance the probability of achievement of our goals and objectives.

DRIVERS LICENCE

1. Possession of a current 'C-A' (Automatic) or 'C' (Manual) class driver's licence allowing the holder to drive legally in Western Australia.

AGILITY

This position description reflects the City's requirements at a point in time and is subject to change. The City may modify this position description at any time, provided the skills, qualifications, competence and training remains within a reasonable range of the original position.

REVIEWED BY: Manager Governance

DATE PD REVIEWED/APPROVED: 18 June 2025
