

JOB TITLE	CLASSIFICATION	REPORTS TO
Venues Officer	Casual Venues Officer – Appendix 12: Venue Management Services	Team Leader Venues

WHAT WE TRUST YOU TO DELIVER



- » Participate in a collaborative, innovative and responsive work practice, with an interest and a willingness to help people, expand your skill-set and grow within the role.
- » Ensure a highly efficient and effective delivery of all day-to-day operations assisting with the smooth operation of Council's various venues and facilities.
- » Provide integral support to the Venues & Facilities Unit, ensuring continuous improvement in service levels to both internal and external hirers to ensure the ongoing sustainability and vitality of the organisation.
- » Uphold and maintain a high level of presentation across all venues and facilities, providing a vibrant and inclusive experience to all internal and external hirers.

WHAT YOU'LL NEED TO THRIVE



- » Proven experience delivering fantastic customer service with a strong ability to create rapport and communicate with people of all backgrounds, identities, ages and capabilities.
- » Well-developed administrative, computer and organisational skills with proven ability to meet and improve targets, problem-solve and thrive under pressure.
- » Excellent people skills with the ability to facilitate positive and productive working relationships with internal and external stakeholders, and the community.
- » An independent and innovative work practice with the ability to work as part of a collaborative environment and positively contribute to the team
- » Relevant experience working in a hospitality or local government environment, with current RSA, Level 2 First Aid, CPR and food handling certificate, or ability to acquire prior to role commencement.

WHAT WE'LL DO TO SUPPORT YOU



- » A safe and welcoming environment where you will be encouraged to lead innovation and embed new ways of working.
- » Deliver opportunity for genuine collaboration to share ideas and make a positive difference across the organisation and beyond.
- » Commit to develop and progress your career.

WHERE YOU FIT IN AND THE DIFFERENCE YOU CAN MAKE



VISION Council will be an inclusive, healthy, creative, sustainable and smart community.

VALUES Cooperation, Change and New Ideas, Learning, Achievement, Communication & Accountability.

OUR CAPABILITY FRAMEWORK OUTLINES THE BUILDING BLOCKS WE USE TO DEVELOP OUR ORGANISATION AND PEOPLE



CAPABILITY	Project Management	Change	Communication	Good Governance	Achievement
LEVEL	1	1	1	1	1
CAPABILITY	Leadership Impact	Decisiveness	Agility	Care	Growth Mindset
LEVEL	1	1	1	1	1