

Position Vacant

Job Title: **Relief Community Events Manager**
Work type: Full time contract position
Department: Community Services
Pay range: \$90,000.00 per annum + allowances + super.

About the Organisation

Aurukun Shire Council plays a crucial role in leading the community and addressing the needs of its residents. The Council works closely with various stakeholders, including government agencies, non-governmental organisations, and local businesses, to improve service delivery and create opportunities for the community it serves.

Key focus areas for the Aurukun Shire Council include community safety, governance, economic development, and preservation of cultural identity, environmental management, postal services and childcare provision.

Initiatives are developed and implemented in consultation with community members, ensuring their active participation and ownership. The Council strives to empower community members, promote self-determination, and build a sustainable and prosperous future for Aurukun.

About the Role

This role is residential and based in Aurukun.

Oversee and manage the day-to-day events and bookings for the Aurukun Wo'uw Ko'alam Community Centre and Aak Muunchanak Splash Park whilst providing a wide range of high quality recreational, leisure and cultural activities that are relevant to the needs of the local community.

Key Accountabilities

- Develop and implement community- focused events, cultural programs and recreational activities, that are relevant to the needs of the local community and develop strategies to encourage increased community participation.
- Support and facilitate the operation of community transport activities in conjunction with council events
- Supervision of staff including rosters, timesheets, training, performance reviews and compliance with regulatory requirements (e.g., first aid, safe food handling etc).
- Attend to staff management responsibilities, including scheduling, tracking attendance, ensuring required training and certifications (such as first aid and safe food handling), and conducting performance reviews.
- Develop, lead and support the team by managing daily operations, resolving routine issues, and providing motivation, all within the limits of Council budget.

- Manage community centre operational budgets; ensure accurate record-keeping, compliance with Council's policies, and adherence to relevant funding agreements.
- Conduct Risk assessments for Council run programs and activities and when required prepare Job Safety analysis and Safe Work Method statements
- Prepare and submit reports on centre usage, community engagement, and performance metrics.
- Identify and attend to maintenance requirements to ensure a high standard and presentation of the Centre.
- Apply and uphold principles of equity and anti-discrimination in the workplace and adhere to organisational and legislative Work, Health and Safety and Environment requirements.

Selection Criteria

Essential

- Working with Children Suitability "Blue Card" or the ability to obtain.
- Manual C class driver's licence.
- Demonstrated experience in team leadership and management.
- Demonstrated interpersonal & communication skills, including verbal, written and negotiation skills.
- Demonstrated ability to manage services and programs with a budget.
- Demonstrated ability in time management, organisational and problem solving skills.
- Ability to use initiative, think laterally and strategically to meet deadlines and produce quality work under pressure.
- Ability to work within the local government environment and have an understanding of cultural awareness and sensitivity of the local community.
- Skills in marketing and promotion with regard to engaging the community.
- Demonstrated commitment to quality customer service and continuous improvement strategies.
- Strong teamwork skills and the ability to quickly adapt to changing situations.
- Sound computer skills including Microsoft Office products

Desirable

- MR Licence (Manual)
- Certificate III in Event Management.
- Safe Food Handling Supervisor certificate
- Handling Hazardous Chemicals certification

- Emergency and Fire Evacuation training currency
- Current First Aid Certificate & CPR Certificate
- Demonstrated experience managing a community centre, preferably in an Indigenous community.

Benefits

Joining ASC means becoming part of an organisation with strong cultural values with a focus on providing exceptional services to, and for, the community.

You will be offered;

- \$90,000.00 per annum + allowances + super. Some overtime at penalty rates may be available
- 5 weeks annual leave, 3 weeks personal leave per year pro-rata
- Access to our Employee Assistance Program (EAP)

Where the successful applicant is sourced from outside the Shire of Aurukun:

- Subsidised accommodation provided

How to apply

To apply, email a copy of your current resume and cover letter addressing the selection criteria of no more than 1 page in length to hrmanager@aurukun.qld.gov.au

Shortlisting for this position will begin immediately and Council reserves the right fill the role prior to the nominated closing date. Only shortlisted applicants will be contacted. Appointment to this position is subject to a satisfactory National Police Check and pre-employment medical assessment.

For further information or a copy of the position description contact the People, Culture and Safety Manager on **0418 387 516** or email hrmanager@aurukun.qld.gov.au