

## JOB DESCRIPTION

<b>Job Title</b>	Events Coordinator
<b>Position Status</b>	Fixed Term
<b>Business Unit &amp; Team</b>	Strategic Improvement - Strategy & Engagement Team
<b>Reports to</b>	Team Manager Strategy & Engagement
<b>Direct Reports</b>	N/A
<b>Base Location</b>	Mangawhai or Dargaville
<b>Salary Grade</b>	Grade 12
<b>Delegations</b>	N/A
<b>Key Internal and External Partners/Customers</b>	Internal Partners - Parks & Open Spaces, Health & Safety, Building Services, Customer Services, Communications, Governance, Maori Advisory Group, Roothing, Environment Health, Resource Consents External Partners – DIA, External Funders, Community Organisations

## ABOUT KAIPARA

*Kaipara te Oranganui. Two oceans, two harbours.*

Kaipara district extends from coast to coast, to the Waipoua Forest in the north and Pouto Peninsula in the south. It includes iconic beaches, kauri forests, rich farmland and rugged landscapes. People come from all over to experience this special part of the world, and we are privileged to play an important part in making Kaipara the place to be.

Our team is committed to Kaipara communities. We deliver essential services including roads, water, waste services, recreational facilities, libraries and regulatory services. Council staff engage our communities to contribute to key projects and plans, and support them to achieve their own. We love what we do, and have a real passion for our people and our place.

At Kaipara District Council, we know there are some important ingredients to develop a strong and supportive culture for our people to thrive, these are our values - mahi tahi (team work), mahia te mahi (make it happen), mana (integrity), whakaute (respect), and pono (trustworthy). These values guide how we work together as a team and alongside our diverse communities.

## ROLE PURPOSE

To coordinate the planning, organisation, and communication needed to successfully manage Kaipara District Council (KDC) and community events held on Council and non-Council assets across the district.

This role supports, enables, and partners with individuals, groups, and organisations to deliver council and community events effectively, ensuring compliance with legislative requirements and enhancing the customer experience.



**whakaute**  
RESPECT



**Mahia te mahi**  
MAKE IT HAPPEN



**Mahi tahi**  
TEAM WORK



**Pono**  
TRUSTWORTHY



**Mana**  
INTEGRITY

## KEY RESPONSIBILITIES

<b>Event Coordination</b>	<ul style="list-style-type: none"> <li>• Coordinate the events coordination processes for events held on Council or non-Council assets.</li> <li>• Provide support and information to internal staff and external groups for event planning on Council and non-Council assets covering all aspects of event management including policy and bylaw compliance, health &amp; safety obligations, liquor licensing, and food control requirements.</li> <li>• Ensure Health &amp; Safety Plans, Regulatory and Compliance requirements, Traffic Management Plans are completed and reviewed by subject matter experts for all KDC led events.</li> <li>• Be the single point of liaison for internal and external parties undertaking the events planning process.</li> <li>• Coordinate consultation events providing support to the Engagement Team.</li> </ul>
<b>Event Process Improvement</b>	<ul style="list-style-type: none"> <li>• Develop and maintain the events end to end application and planning processes. Ensuring templates, online registration forms and planning tools are accessible and functional and the events processes are documented in Promapp.</li> <li>• Ensure the customer interface enables council to be responsive and professional in our dealings with the public.</li> <li>• Develop cross-council relationships to coordinate Council and community led events held on Council and non-Council assets.</li> <li>• Champion the events process providing training to cross functional teams that integrate into the events process.</li> <li>• Ensure the events website page is customer focused and regularly updated.</li> <li>• Conduct post event reviews implementing improvements to the events process to enhance the customer experience.</li> </ul>
<b>Event Administration</b>	<ul style="list-style-type: none"> <li>• Perform general administrative tasks, including scheduling meetings and taking minutes.</li> <li>• Develop and manage the events register.</li> <li>• Assist with event logistics.</li> </ul>
<b>Citizens &amp; Environmental Awards Ceremony</b>	<ul style="list-style-type: none"> <li>• Work with the Funding Advisor to coordinate bookings, provide onsite event support including venue liaison, set up and catering coordination.</li> <li>• Work with the communications team to prepare supporting presentation.</li> <li>• Conduct post ceremony reviews implementing improvements to the ceremony process to enhance the customer experience.</li> </ul>

## KDC CORE RESPONSIBILITIES

<b>Health, Safety &amp; Wellbeing</b>	<ul style="list-style-type: none"> <li>• Take care of your own health, safety and wellbeing and that of others affected by your work</li> <li>• Ensure prompt reporting of all Health and Safety hazards or incidents</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Participate in monthly and yearly roadmap planning and chats with your manager</li> <li>• Actively participate in professional development initiatives to keep up to date in your area of expertise and to continuously develop skills and capabilities.</li> <li>• Complete annual mandatory learning.</li> </ul>



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#### Other organisational Responsibilities

- Provide CORE customer experience (connected, open, reliable and easy)
- Champion our values
- Adhere to our ways of working (WoW)
- Observe KDC policies, procedures and guidelines
- Contribute to continuous improvement by identifying systems, processes or documents to improve and making changes to keep up with legislation, trends or best practice
- Maintain records in compliance with the Public Records Act 2005
- Be involved in the readiness for emergencies by attending relevant Civil Defence Emergency Management training as required
- Participate in any required Civil Defence exercises to ensure that essential services are maintained during emergencies
- Other tasks and/or projects as assigned.

### COMPETENCIES

#### Leader of Self

- Work Together
- Deliver Results
- Embrace Innovation and Change
- Customer Experience Excellence
- Informed Decision Making
- Effective Communication

### SUCCESS PROFILE

#### Qualifications & Experience

- Qualification in event management or project management is desirable but not essential
- Previous experience in event coordination is desirable
- Minimum 3 years' previous administration and customer-service experience
- Proficient in Microsoft Office suite

#### Role Specific Skills & Attributes

- Friendly approach
- Ability to build and maintain positive and constructive relationships
- Strong coordination, planning and organisational skills
- Problem solving
- Excellent time management
- Adaptability and flexibility
- Attention to detail and accuracy
- Cultural awareness
- Solution focused
- Strong written and oral communication skills
- Ability to communicate with a wide range of diverse groups and individuals

#### Other Role Requirements

This role requires:

- regular travel across the Kaipara region



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**Mahi taki**  
TEAM WORK



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- a full NZ Driver Licence
- good physical fitness
- the role requires some flexibility around hours, including evenings and weekends, to support events as required.

## ORGANISATION CHART



**Whakaute**  
RESPECT



**Mahia te mahi**  
MAKE IT HAPPEN



**Mahi tahi**  
TEAM WORK



**Pono**  
TRUSTWORTHY



**Mana**  
INTEGRITY