

# Position Description

<b>Position Title:</b>	Production Assistant - Civic Centre
<b>Classification:</b>	Level 3
<b>Agreement:</b>	Shire of Broome Inside Enterprise Agreement
<b>Department:</b>	Community Facilities
<b>Location:</b>	Broome Civic Centre
<b>Date reviewed:</b>	September 2021
<b>Approved by:</b>	Venue Supervisor – Broome Civic Centre

## Commitment to the Shire

### **Our Vision for the Shire of Broome**

A future, for everyone.

### **Our Aspirations**

To achieve our vision, we have four supporting aspirations. Our aspirations align with our core pillars – people, place, prosperity and performance. These pillars are interrelated, and each must be satisfied to deliver excellent quality of life in Broome.

<i>People</i>	We will continue to enjoy Broome-time, our special way of life. It's laid-back but bursting with energy, inclusive, safe and healthy, for everyone.
<i>Place</i>	We will grow and develop responsibly, caring for our natural, cultural and built heritage, for everyone.
<i>Prosperity</i>	Together, we will build a strong, diversified and growing economy with work opportunities, for everyone.
<i>Performance</i>	We will deliver excellent governance, service and value, for everyone.

### **Our Values**

We live by Broome's PEARLS. These are the values and behaviours that the Shire of Broome and the local community cares deeply about. We always strive to be:

<i>Proactive</i>	Proactive, forward thinking, open-minded and innovative.
<i>for Everyone</i>	for Everyone; inclusive and welcoming of all people.
<i>Accountable</i>	Accountable, transparent and ethical.
<i>Respectful</i>	Respectful of everyone and everything.
<i>Listening</i>	Listening to people's needs and ideas; community focused.
<i>Sustainable</i>	Sustainable, aiming to meet present needs without compromising the ability for future generations to meet their needs.

## **Position Purposes and Objectives**

The Broome Civic Centre provides residents and visitors to Broome a quality venue for a wide variety of cultural, group or private events with a distinctive sense of character and atmosphere. The Shire of Broome aims to position the venue as affordable, practical centre providing a diverse and accessible programme of activities and events.

The Production Assistant will

- Ensure the effective operation of the Broome Civic Centre.
- Maximise the opportunities for Broome's community by providing and maintaining a quality venue for social, recreational, and cultural activity within the region.

## **Position Key Responsibilities and Duties**

Under the direction of the Venue Supervisor – Broome Civic Centre, be responsible for and/or provide assistance with:

- Improve event delivery and venue activation through customer feedback and evaluation.
- To have a thorough understanding of all centre operations and programs to enable a high standard of customer service.
- Maintain the venue to ensure a clean and safe environment for patrons.
- Provide a high level of service to all centre hirers and patrons.
- Provide event support to the Venue Supervisor and external hirers
- To maintain and enforce safe work practices within the venue.
- Using Centre's point of sale systems to ensure effective cash handling and reconciliations.
- Ensure professional conduct is of the highest standard in accordance with Council's Code of Conduct and Policies as adopted and modified from time to time.

### **Additional**

- Assist in a continual improvement process.
- Contribute to a team environment in collaboration with other staff and contractors.
- Undertake other duties as required by the Venue Supervisor.

### **Interpersonal Skills:**

- Effective communication with all internal and external stakeholders.
- Self-motivation and initiative with a 'can do' attitude.
- Ability to establish and maintain effective relationships, manage conflict, and influence positive outcomes.
- Problem-solving skills.
- Demonstrated energy and passion for service to a community.
- Provide support to the Venue Supervisor to enable fast, accurate processing of statistical data and other information as required.
- Provide support to the Venue Supervisor as required.

## **Organisational Responsibilities**

### **Human Resource Management**

- When required, relieve positions within the department during periods of absence.
- Work to foster a cooperative and harmonious team environment through effective communication and relationship building skills.
- Ensure Annual Performance Review is completed on time and within the bounds of the Shire Performance Review Policy.

### **Occupational Health & Safety**

- Comply with all statutory obligations, including the Local Government, Equal Employment Opportunity (EEO), Organisational Risk Management and current OSH Acts, regulations and code of practice.
- Demonstrate safety leadership as a priority and seek guidance for all new or modified work practices.
- Not wilfully place at risk the health or safety of any person in the workplace.
- Ensure safety is an agenda item at meetings.
- Attendance at OSH Committee if requested.
- Complete safety observation's and ensure that any hazardous conditions, near misses and injuries are reported immediately and closed out in a timely manner.
- Participate in incident investigations.

### **Compliance**

- Ensure compliance with relevant legislation, policies and procedures.
- Ensure all documentation is appropriately recorded and stored.
- Ensure compliance with software licence requirements.
- Ensure compliance with the State Records Act 2000 by ensuring corporate documents are recorded in the Shire's Record Management System.
- Carry out duties in accordance with the Shire's Code of Conduct, relevant legislation, policies, procedures and guidelines.

### **Organisational:**

- Contributes to the achievements of the Directorate generally.
- To undertake special projects within skill base and qualifications when required.

## Organisational Relationship/Context

<b>Reports to:</b>	Venue Supervisor – Broome Civic Centre
<b>Supervises:</b>	N/A
<b>Internal Contacts:</b>	All Shire Staff
<b>External Contacts:</b>	General Public/Ratepayers Schools Not for profit and Community organisation's Corporate Organisations Customers Event managers, producers, and performers Contractors and technical consultants
<b>Performance Review:</b>	Probation period – first three months of employment Performance Appraisal conducted annually

## **Key Selection Criteria**

### **Essential:**

- Demonstrated industry experience in event management, event production and/or hospitality
- Customer service experience with a friendly, customer focused attitude
- Experience in cash handling
- Ability to work under pressure
- Physical fitness
- Developed time management and organisational skills
- Developed written and verbal communication skills
- Sound interpersonal skills

### **Qualifications and/or Training**

- Responsible Service of Alcohol (RSA) Certification
- Current 'C' class driver's licence.
- Police Clearance

### **Desirable:**

- First Aid Certification
- Previous experience working in a Performing Arts Centre, Function Centre or similar
- Knowledge of Council's organisational structure and function
- Demonstrated knowledge of event production and administration
- Approved Managers Card