

POSITION DESCRIPTION

Position Title:	Functions Officer – Wellington Civic Centre	Position Code:	WCCFO
Division:	Community and Recreation	Grade:	B
Location:	Wellington	Hours/Week:	28 hrs per F/N
Reports to:	Front-of-House/Functions Coordinator		
No. Direct Reports:	Nil	No. Indirect Reports	Nil

Primary Purpose of Position

The Functions Officer purpose and responsibility is for:

- Client liaison.
- Undertaking function bookings and administration duties.
- Being a Duty Person for a range of functions.
- Providing efficient hands on support for hirer's function requirements from start to finish.
- Caretaker of the venue including general cleaning, minor maintenance and inventory control.

Key Accountabilities / Duties

Key Result Area	Primary Activities
Customer service	<ul style="list-style-type: none"> • Liaise with current and potential hirers on venue availability and capability including conducting site tours and inductions. • Convert venue hire enquiries into confirmed bookings.
Duty Person for a range of functions	<ul style="list-style-type: none"> • Carry out inductions for users of the venue. • Ensure venue is set up according to the hirer's requirements. • Compliance to DRC Policy and Procedures and venue's rules and regulations. • Resolve any issues that may arise. • Ensure the venue is well presented and secure. • Act as Chief Fire Warden and First Aid Officer.
Administration	<ul style="list-style-type: none"> • Undertake basic office administration including providing pre-prepared venue information and estimates to prospective hirers, contract preparation, insurances and correspondence as per DRC Policy and Procedures.
Labour and technical support for diverse functions	<ul style="list-style-type: none"> • Set up and set down the space for a diversity of functions and provide basic technical support if required.

Key Accountabilities / Duties

	<ul style="list-style-type: none"> • Provide instruction to hirers, volunteers and casual staff in equipment use.
Repairs and minor maintenance	<ul style="list-style-type: none"> • Carry out basic service and preventative maintenance of designated equipment and minor repairs. • Liaise with and oversee tradespeople when on site.
Cleaning and presentation	<ul style="list-style-type: none"> • Ensure venue and external surrounds are well presented and maintained in good order and condition.
Inventory Control and Stocktaking	<ul style="list-style-type: none"> • Ensure inventory of function equipment stock levels are maintained.

Inherent Requirements of the position

- Minimum Certificate II in Business or similar qualification/experience
- Responsible Service of Alcohol Certificate
- Class C Drivers Licence
- First Aid Certificate
- A pre-employment health assessment is required
- Required to work indoors and outdoors, in public and non-public areas. Therefore, well developed manual handling technique and good level of health and physical fitness to undertake the inherent hands-on, lifting and moving requirements of the job is essential
- The occupant of this position will be required to travel between Dubbo and Wellington and operate out of Council's office or depot facilities as necessary.
- Available to work flexible shifts, evenings and weekends on a regular basis, dependent on function bookings

Selection Criteria

Essential

1. Sound customer service and interpersonal skills
2. Basic level computer skills and competence in Microsoft-based software.
3. Skills in cost effective and efficient hands-on labour support for set up and set down for functions, cleaning and inventory reconciliation for functions.
4. Experience overseeing functions
5. Experience and knowledge of WHS, Risk Management and Emergency evacuation procedures related to the operations of a public function area / live theatre venue

Desirable

6. The interest and capacity to learn basic setting up and operation of sound, audio-visual and lighting equipment.
7. Familiarity with a web-based or software-based event management system.

Organisation Wide Accountabilities

Corporate Values	<p>All employees have a responsibility to uphold the values of Dubbo Regional Council being:</p> <ul style="list-style-type: none"> • Customer focused: We are passionate about serving our community and creating a great place to live • Integrity: We act with integrity and professionalism and we are accountable to deliver the results we promise • One team: We work as one team and partner with others to deliver more than we can achieve alone
Work Health and Safety	<p>All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:</p> <ul style="list-style-type: none"> • Complying with Council’s WHS policies and procedures • Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others • Reporting any potential hazards, incidents or injuries to their Supervisor or Human Resource Services within 48 hours • Participating in any WHS consultation arrangements • Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace • Correctly using all personal protective equipment • Complying with emergency and evacuation procedures and site rules if applicable • The CEO, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health and Safety and Consultation Policy
Sustainability	<p>Staff will give equal priority to improving and enhancing Council’s economic, social and environmental outcomes by integrating sustainability into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.</p>
Code of Conduct and Equal Employment Opportunity	<p>Staff will, at all times, adhere to:</p> <ul style="list-style-type: none"> • Council’s adopted Code of Conduct. • Council’s Anti-Discrimination, Harassment and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.

Acceptance:

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Dubbo Regional Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: