



ACT
Government

Chief Minister, Treasury and
Economic Development

Directorate: Chief Minister, Treasury and
Economic Development

Division: Economic Development

Business Unit: National Arboretum Canberra
and Stromlo Forest Park

Position Title: Senior Events Officer

POSITION DESCRIPTION

Position Number: P18557

Classification: ASO6

Location: National Arboretum Canberra and
Stromlo Forest Park

Last Reviewed: December 2025

WHAT THE DIRECTORATE DOES

The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the public sector and works collaboratively both within government and with the community to achieve positive outcomes.

As a central agency, CMTEDD provides strategic advice and support to the Chief Minister, the Directorate's Ministers and the Cabinet on policy, economic and financial matters, service delivery, whole of government issues and intergovernmental relations. The Directorate facilitates the implementation of government priorities, drives initiatives as well as leads the strategic direction for the ACT Public Service (ACTPS), to ensure that it is well positioned to perform its role.

DIVISION OVERVIEW

The role of the Economic Development Division is to facilitate the diversification and strengthening of the ACT economy as well as the creation of a vibrant community that will attract and retain people in the city.

Economic Development Division also has responsibility for coordinating and delivering a range of key strategic initiatives and major projects.

BUSINESS UNIT OVERVIEW

National Arboretum Canberra and Stromlo Forest Park

The National Arboretum Canberra was opened in 2013 and comprises a collection of approximately 44,000 trees in 94 forests featuring different types of rare, threatened and symbolic trees from around Australia and the world. It also houses the National Bonsai and Penjing Collection Australia and includes the award-winning Visitor Centre, Margaret Whitlam Pavilion, Pod Playground, display gardens, unique sculptures and a range of other facilities to enhance the visitor experience.

Opened in 2013, the Arboretum enjoys strong community support and has a large volunteer presence through the Friends of the National Arboretum. Volunteers undertake a variety of roles including guided tours, working bees, scientific research, interpretation and public events.

Officially opened in 2007, Stromlo Forest Park is a world-class, multi-use recreational sporting facility available to both recreational and professional users. Stromlo Forest Park boasts a purpose-built event pavilion, a 1.2km road criterium cycling circuit, a 2.5km grass cross country running track, a network of equestrian trails and over 40km of mountain bike trails suitable for riders of all abilities.

The successful applicant will contribute to operations at both the National Arboretum Canberra and Stromlo Forest Park. While primarily based at the Arboretum, they will work at Stromlo Forest Park on a regular basis in line with event requirements.

WHAT YOU WILL DO

Reporting to the Assistant Director, Events and Engagement under limited supervision, you will:

- **Lead and oversee event operations**, managing complex logistics including site preparation, supplier coordination, compliance with safety and regulatory requirements, and preparation of briefing materials such as risk and insurance documentation.
- **Oversee and prioritise event, tour, photography, drone and venue booking requests**, ensuring timely responses and accurate documentation, and provide guidance to team members on complex enquiries and approvals.
- **Develop and deliver internal and external events** from planning through delivery and post-event review, driving continuous improvement and ensuring high-quality outcomes.
- **Supervise and support team members**, delegating tasks, providing advice on complex issues, and fostering a collaborative and high-performing team environment.
- **Manage financial processes**, including processing invoices, monitoring expenditure and adherence to budgets, and maintaining accurate financial and operational records.
- **Maintain strong relationships** with clients, stakeholders, and contractors, acting as the primary liaison for venue bookings and external event approvals, and ensuring exceptional service and successful event outcomes.
- **Utilise and maintain digital systems** including CRMs, booking systems and databases, ensuring accurate and detailed event information and leading improvements to processes and workflows.
- **Assist with related activities** as required, including supporting visitor services and other operational needs.
- Work outside standard hours, including evenings and weekends, as required.
- Understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework and the Directorate's Work Health and Safety Systems.

WHAT YOU REQUIRE

Professional/Technical Skills and Knowledge

1. Demonstrated experience in event coordination and delivery, including managing complex logistics, site preparation, supplier engagement, and the ability to review and develop risk documentation, and ensure compliance with safety and regulatory requirements.
2. High-level communication and interpersonal skills, with the ability to act as the primary liaison for clients, contractors, and partners, and manage complex or sensitive enquiries.
3. Strong financial and operational management skills, including budgeting, invoice processing, and record-keeping, with the ability to develop high-quality briefing materials, and operational plans to ensure compliant event delivery.
4. Proficiency in digital systems and processes, including CRM, booking platforms, and event management tools, with the ability to lead improvements to workflows and documentation.

Behavioural Capabilities

5. Ability to work independently and strategically, demonstrating initiative, adaptability, sound judgment, and strong problem-solving skills to manage competing priorities effectively.
6. Proven leadership skills, including the ability to supervise staff, delegate tasks appropriately, and foster a collaborative, high-performing team culture.
7. Understand and work within the ACTPS Code of Conduct and ACTPS values of respect, integrity, collaboration and innovation, and model behaviour consistent with the ACTPS Respect Equity and Diversity framework and the Directorate's Work Health and Safety Systems.

QUALIFICATIONS/ REQUIREMENTS

Requirements:

- Current Driver's licence
- First Aid Certificate
- Working with Vulnerable People registration
- The role requires the ability to undertake physical tasks associated with event delivery, including moving equipment, setting up signage, and walking between locations on site. Reasonable adjustments will be considered to support applicants in meeting these requirements.

Note: This role will include after ours and weekend work.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Senior Events Officer (position number P18557) and indicates how frequently each of these requirements would be performed. Please note that CMTEDD is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Occasionally
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Frequently
Designated workstation	Frequently

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Frequently
Expected to work extensive hours over a significant period due to the nature of the duties	Never
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Occasionally
Frequent overtime	Occasionally
Rostered shift work	Never

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Occasionally
Working in a call centre environment	Never
Working directly with the public	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Frequently
Working outdoors	Occasionally

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Never
Climbing	Never
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Never

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Never

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Occasionally
Low lighting	Occasionally
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Occasionally
Exposure to potentially distressing case material	Never

OTHER	FREQUENCY
Uniform required	Occasionally
Personal Protective Equipment (PPE) required	Occasionally