ACT Government
Chief Minister, Treasury and Economic Development

POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and Economic Development

Division: Economic Development

Business Unit: Events ACT

Position Title: Event Officer

Position Number: P23589

Classification: ASO5

Location: Canberra City

Security Clearance Required: No

Last Reviewed: June 2026

The Australian Capital Territory Public Service (ACTPS) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation as well as the related signature behaviours.

DIRECTORATE OVERVIEW

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 it is well positioned to perform its role.

DIVISION OVERVIEW

The role of Economic Development 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 is made up of the following business functions:

- Innovation, trade, investment and general business development
- Higher education (including vocational education and training)
- Tourism and major events
- Arts and culture
- Sport and recreation
- Major venues
- Strategic Infrastructure Coordination.

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

BUSINESS UNIT OVERVIEW

Events ACT is responsible for coordinating, managing and delivering a range of events that are important to the city and the community, including:

- Floriade and NightFest
- Canberra Nara Candle Festival
- New Year's Eve celebrations
- Australia Day
- Enlighten Festival including Symphony in the Park and Lights! Canberra! Action!
- Canberra Balloon Spectacular
- Canberra Day celebrations and
- Windows to the World

Events ACT also provides ceremonial and hospitality support to the Chief Minister through the delivery of several awards programs including ACT Australian of the Year Awards, Canberra Citizen of the Year Award, Chief Minister's Canberra Gold Awards, and Public Service Medal for the ACT Public Service. Events ACT also provides support for ad hoc ceremonial events State Funerals and Memorials, Freedom of Entry Parades, and Keys to the City presentations.

Events ACT also provides advice and support to the events and festival sector and provides coordination and facilitation services to external events that have a direct impact on government infrastructure and directorate operations. Events ACT also administer the ACT Event Fund.

VALUES

The Australian Capital Territory Public Service (ACTPS) is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation as well as the related signature behaviours.

The Events ACT Values below further support the ACTPS Employee Values.

Growth happens a little bit, every day, over time, with help.
We are always looking for ways to improve – to evolve our events; to give our attendees new experiences; to ensure our industry thrives; to better ourselves. We work best and grow as a team when we help each other and ask for help**.**

- We are supported to test and try new things.
- We encourage individualised learning.
- We feel heard and valued.

Our business is engagement, so we bring the fun!
Our work is complex and serious, but it is also colourful and full of life. We are intentional about creating joy in our demanding day-to-day roles because our enjoyment seeps into the work that we do and is felt by our community, partners and attendees.

- Divergent and daring thinkers thrive here.
- Work-life balance is key to our energy and sustainability.
- We celebrate our work and people genuinely and regularly.

We make memorable experiences happen on time, all year round.
We're ambitious and we strive for best practice. We're also realists who get the job done.

- We act for the greater good of our community.
- We succeed and solve problems together.
- We take pride in the work we do.

As connection creators, we start with clarity and trust.
We design, support and promote events for people to share and for audiences to take in. We bring these same qualities into our everyday interactions – imparting knowledge, paying attention and respecting each other.

- We are honest and credible.
- We share freely because we know the team has our back.
- We make time for each other.

POSITION OVERVIEW

WHAT YOU WILL DO

The Event Officer supports the planning, coordination and delivery of a diverse portfolio of events delivered by Events ACT.

The role contributes to the successful delivery of major, community, official and ceremonial events ensuring all activities are delivered professionally, safely and in accordance with ACT Government standards.

Under general direction you will:

- Utilise the required project management software, to coordinate and contribute to allocated project deliverables associated with the delivery of events.
- Ensure the ongoing delivery of high-quality events in the ACT by contributing to allocated tasks relating to; event operations and program planning and onsite operations, which includes, but is not limited to:
    - site mapping
    - advancing and operational delivery of food vendors, beverage vendors and/or market stall vendors
    - volunteer engagement and coordination
    - advancing and operational delivery for event programming
    - supplier coordination
    - finance processes
    - workplace health and safety
    - input into debriefing and evaluation activities for the Operations and Programming area.
- Contribute to the preparation of required key event operational and programming plans and documentation for event delivery.
- Contribute to maintaining positive working relationships with internal and external stakeholders and staff.
- Assist and coordinate project team members (such as volunteers and contractors) to support the planning and operational delivery of events, including those with ceremonial, honours and protocol requirements ensuring appropriate standards are met.
- Assist in the coordination and delivery of ceremonial, commemorative and official government events, including those involving VIPs, dignitaries and formal proceedings as required.

- Apply, and provide support in the implementation of, ACT Government protocol and ceremonial guidelines to event planning and delivery, including order of precedence, official representation and formal proceedings.
- Assist procurement processes and contractual requirements.
- Follow Government and Events ACT processes and procedures in the planning and delivery of events. Providing feedback to support updates and improvements as directed.
- Provide information for the preparation of government briefs, minutes, correspondence, financial requirements and other reporting, as required.
- Knowledge of, or the ability to swiftly acquire knowledge of, the operating environment of government.
- Assist or contribute to other tasks as required.
- This role may have direct reports while delivering events (e.g. volunteers and casual work force).

WHAT YOU REQUIRE

The following capabilities form the criteria required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

1. Demonstrated experience and or relevant transferable skills in event delivery, project management or other project management skills including high level organisational skills and the ability to support operational planning and delivery events. Experience or transferable skills in understanding and applying key workplace health and safety requirements, including risk and emergency planning, contractor engagement, and invoicing within an event or project delivery context.
2. Experience or transferable skills in understanding and applying key workplace health and safety requirements, including risk and emergency planning, contractor engagement, and invoicing within an event or project delivery context.
3. Proven strong written and verbal communication skills, with the ability to engage effectively with diverse stakeholders and confidently present information to individuals or groups in person or online. Proficient in Microsoft Office and experienced in using project management and communication tools to support quality outcomes.

Behavioural Capabilities

4. Demonstrated or transferrable skills and/or experience operating in high-pressure environments with the ability to problem-solve in a fast-paced setting and quickly adapt to changing priorities with a positive, team focussed approach.
5. Demonstrated experience or transferrable skills working as part of a multifaceted, high performing team to contribute towards productive working relationships with internal and external stakeholders, to meet deadlines, and achieve project deliverables.
6. Demonstrated understanding of how to operate with integrity, abiding by the ACTPS and Events ACT Values and Signature Behaviours to behave in an honest, ethical and professional way. Utilise escalation points to support conflict resolution when required.

Compliance Requirements / Qualifications

1. Ability to work over public holidays, weekends and evenings during event periods.

2. Driver's license C Class
3. Background / Security clearance checks will be conducted
4. This position does not require a pre-employment medical

Desirable Requirements

1. Experience in delivering events or project management experience
2. A qualification in event management or project management
3. Working with Vulnerable People Registration
4. First aid
5. White card

Further information on working in the ACTPS can be found at: https://www.jobs.act.gov.au/home

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of this role 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.

Our workforce has transitioned to flexible hybrid working arrangements. This may include working from home or other work sites where agreed. Staff are provided information on how to work from home safely and effectively.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Occasionally
Graphical/analytical based	Never
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Never

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

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	Occasionally

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

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Occasionally
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	Occasionally

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Occasionally
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Occasionally
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