

Events Management Officer			
Reference No.	AA814	Type	Individual
Service	Communities & Neighbourhoods		
Job Family	Professional 1	Grade	FC7

Purpose
To manage the events management processes across the council in order to support communities in Fife in the development and expansion of events and activities which will enhance local community involvement, ensuring that all events meet legislative and health and safety requirements.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Developing and managing the implementation of a set of coordinated policy procedures to bring about a consistent approach to events management in Fife including the securing of the permissions and licenses required for the approval of events, both on council land and more widely across Fife.	<p>Educated to SCQF level 8 which includes a HND or equivalent</p> <p>Risk Management experience</p> <p>Event management experience</p> <p>Customer Service/care skills (Focus on customers - See 'How We Work Matters' Framework)</p>	<p>✓</p> <p>✓</p> <p></p> <p>✓</p>	<p></p> <p></p> <p>✓</p> <p></p>
Providing events coordination across Fife Council and with key partners.	<p>Ability to work with and co-ordinate a wide variety of people to achieve desired outcomes in a workshop environment (Work together)</p> <p>Conflict handling skills</p>	<p>✓</p> <p></p>	<p></p> <p>✓</p>

Leading a co-ordinated business focussed approach to Service provision. Analysing and implementing solutions to a range of events management problems, while delivering and maximising the efficient use of physical, financial and staff resources available.			
Attending and supporting events groups, community groups and other interested groups to support a programme of events and community involvement activity.	Communication skills	✓	
	Interpersonal skills	✓	
Preparing and maintaining publicly available information advising on event management in line with recognised national standards.	Experience of developing and delivering training materials and presentations		✓
Advising and supporting groups to access advice and support on risk assessment, health and safety, and event safety.	Track record of collaborative working, developing and maintaining effective relationships (Take ownership)	✓	
	Evidence of working with partners in both public and private sector		✓
	Experience of relevant health and safety and risk assessment such as developing Normal Operating Procedures and Emergency Action Plans	✓	
Contributing to and representing the council on relevant national, public and private sector bodies, which develop and share policies, standards and best practice and ensure alignment with Government priorities e.g. Scottish Government.	Experience of working with and sharing best practice with partners		✓
Providing effective advice and guidance based on sound understanding of legislation, statutory regulations and best practice within the functional area, for example, emergency planning standards.	IT skills ((Embrace technology and information)	✓	
Ensuring compliance with all statutory, regulatory and other governance requirements, reporting to senior groups as part of the Council's governance framework.	Understanding of risks around event management and ability to manage these and advise accordingly (Deliver results)	✓	
	Report writing skills	✓	

# Role Profile

Convening Safety Advisory Group (SAG) or other consultation mechanism as required.	Ability to provide a regular and effective service	✓	
Monitoring and seeking continuous improvement in the policy processes for events management.	Experience of initiating and promoting continuous improvement	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

**Additional tasks or responsibilities** – this is a generic role, however this particular job may also require you to undertake the following:

**Task or Responsibility** - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

**Person Specification: Skills, Knowledge, Qualifications or Experience** - Criteria can apply to more than one task or responsibility

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## Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input checked="" type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

**Additional Information** – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

**Expected Behaviours** – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results