



# position description

|                          |                                                               |
|--------------------------|---------------------------------------------------------------|
| POSITION TITLE           | Business Events Officer                                       |
| AWARD AND CLASSIFICATION | Wodonga City Council Enterprise Agreement 2024 to 2027 Band 5 |
| DIRECTORATE              | Community & Partnerships                                      |
| BUSINESS UNIT            | City Growth and Communications                                |
| REPORTS TO               | Manager City Growth and Communications                        |
| SUPERVISES               | Nil                                                           |
| EMPLOYMENT STATUS        | Fixed-Term, Part-Time (0.4 FTE)                               |
| DATE                     |                                                               |
| EMPLOYEE NAME            |                                                               |

## ORGANISATIONAL CONTEXT

Wodonga Council's vision is to be a vibrant, well-planned city where people, nature and opportunity thrive through connection, resilience and leadership. This vision underpins our mission to deliver efficient services and infrastructure through responsible financial management, ensuring value for the community and long-term sustainability.

Wodonga Council is committed to sustainable economic growth, responsible resource management and creating opportunities that enhance wellbeing, environmental sustainability and community connection.

Governance is provided by seven elected councillors, with the Chief Executive Officer (CEO) responsible for implementing Council decisions. The CEO is supported by an organisational structure comprising three directors and more than 300 staff who work collaboratively to deliver a broad range of services that meet the evolving needs of our community.

The City Growth and Communications business unit plays a key role in supporting Wodonga's long-term prosperity by fostering business growth, attracting investment and promoting the city as a vibrant regional centre for enterprise and innovation. Through strategic partnerships, business engagement initiatives and place-based promotion, the business unit works collaboratively with industry, government and regional organisations to strengthen economic resilience and create opportunities for sustainable growth.

The Business Engagement Officer contributes to these objectives by coordinating business engagement initiatives that strengthen relationships between Council, local businesses, industry and regional partners. Through the delivery of business events, networking opportunities and stakeholder engagement activities, the role supports the implementation of Council's Economic Development Strategy, promotes Wodonga's investment opportunities and contributes to business confidence, collaboration and long-term economic prosperity.



*Vision:* A vibrant, well-planned city where people, nature and opportunity thrive through connection, resilience and leadership.

*Mission:* Wodonga Council delivers efficient services and infrastructure through responsible financial management, ensuring value for the community and long-term sustainability.

POSITION OBJECTIVES

Coordinates Council's annual business engagement activities to support investment attraction, industry collaboration and economic development outcomes. Working under the direction of the Manager City Growth and Communications, the role develops productive relationships with businesses, industry, government and regional partners while coordinating business events and engagement activities that promote Wodonga as an attractive destination for investment, business growth and regional collaboration.

ACCOUNTABILITY AND EXTENT OF AUTHORITY, INCLUDING DUTIES

- Coordinate Business Engagement Activities**  
Coordinate Council's annual program of business engagement initiatives, including networking events, industry forums, investment briefings and stakeholder activities that support economic development priorities and strengthen business relationships.
- Deliver Business Events**  
Plan and coordinate the operational delivery of business and industry events by managing logistics, venues, suppliers, registrations, procurement, budgets and event administration to ensure professional, high-quality outcomes.
- Foster Business Relationships**  
Develop and maintain productive relationships with businesses, government agencies, regional organisations and industry partners to encourage collaboration, strengthen engagement and support Council's economic development objectives.
- Support Investment Attraction**  
Coordinate engagement activities that showcase Wodonga's investment opportunities, strategic projects and economic strengths while supporting Council's investment attraction and place promotion initiatives.
- Coordinate Communications and Engagement**  
Prepare event documentation, stakeholder communications, programs and promotional information while working collaboratively with Marketing and Communications staff to maximise participation, engagement and positive stakeholder experiences.
- Coordinate Engagement Projects**  
Coordinate multiple engagement activities and event projects simultaneously by monitoring timelines, budgets, suppliers and operational requirements to ensure delivery within agreed timeframes and available resources.
- Monitor Engagement Outcomes**  
Collect and analyse participation data, stakeholder feedback and event outcomes, preparing summary reports and recommendations that support continuous improvement and future engagement activities.
- Support Continuous Improvement**  
Identify opportunities to improve business engagement activities, event delivery processes and stakeholder experience by contributing to improved systems, practices and service delivery.

COUNCIL EMPLOYEE VALUES AND BEHAVIOURS

You are expected to demonstrate the values in your everyday work and your interactions with colleagues and the community.

|       |                                                                                                                                                                                                                                                                                                                                                          |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Trust | Talk straight – Say what you mean and mean what you say<br><br>Create transparency – Do not withhold information unnecessarily or inappropriately<br><br>Right wrongs<br><br>Practice accountability – Take responsibility for results without excuses<br><br>Extend trust – Show a willingness to trust others, even when it involves a measure of risk |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|           |                                                                                                                                                                                                                                                                                                                |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Respect   | <p>Treat other people with courtesy, politeness and kindness, no matter what their position or opinion</p> <p>Listen first – Seek to understand others before trying to diagnose, influence or prescribe</p>                                                                                                   |
| Integrity | <p>Tell the truth in an appropriate and helpful manner that does not compromise the organisation's objectives and values</p> <p>Keep confidences</p> <p>Do what you say you will do to the best of your ability</p> <p>Be open about mistakes</p> <p>Speak of those that are absent only in a positive way</p> |
| Learning  | <p>Work together and learn from each other</p> <p>Continuously improve and innovate</p> <p>Be open to change</p> <p>There is a high degree of responsibility for results – delivery without excuses</p>                                                                                                        |

#### CAPABILITIES AND BEHAVIOURS

- Demonstrate competency in each of the 7 capabilities of an Officer, according to the People and Performance Framework in Attachment 1, and practice the corresponding behaviours indicated for each capability.

#### JUDGEMENT AND DECISION-MAKING SKILLS

- Exercises sound judgement when coordinating business engagement activities and resolving operational issues within established Council policies and procedures.
- Prioritises competing work demands and adapts engagement activities to meet changing organisational priorities and stakeholder expectations.
- Identifies operational issues and recommends practical solutions to improve engagement activities and event delivery.
- Refers matters involving significant financial, reputational or strategic implications to the Manager City Growth and Communications.

#### SPECIALIST KNOWLEDGE AND SKILLS

- Demonstrates knowledge of contemporary stakeholder engagement, event management and business relationship practices.
- Applies an understanding of business engagement, regional economic development and place promotion to support Council initiatives.
- Coordinates event logistics, procurement and administrative processes that support successful engagement activities.
- Analyses stakeholder feedback and engagement outcomes to identify opportunities for continuous improvement.

#### MANAGEMENT SKILLS

- Plans and coordinates assigned business engagement activities, effectively managing competing priorities within established work programs and agreed timeframes.

- Plans and organises event logistics, suppliers and operational requirements to support successful delivery.
- Monitors project progress, identifies emerging issues and escalates matters where appropriate.
- Contributes to improving engagement processes, event systems and administrative practices that enhance service delivery.

#### INTERPERSONAL SKILLS

- Builds and maintains productive relationships with businesses, government agencies, regional organisations and internal stakeholders.
- Communicates confidently and professionally with a diverse range of audiences.
- Works collaboratively with others to support successful engagement initiatives and business events.
- Represents Council professionally while fostering trust, credibility and positive stakeholder relationships.

#### INFORMATION TECHNOLOGY SKILLS

- Proficient in Microsoft 365 applications and contemporary business software.
- Experience using event management systems, customer relationship management platforms and online registration systems.
- Maintains accurate electronic records and prepares reports using Council systems.
- Adapts readily to new technologies that support business engagement and event delivery.

#### CUSTOMER SERVICE SKILLS

- Delivers professional, responsive and customer-focused service to businesses, industry representatives, event participants and internal stakeholders.
- Responds promptly to enquiries and provides accurate, practical and solutions-focused advice.
- Supports positive stakeholder experiences through effective communication, organisation and follow-up.
- Demonstrates a commitment to delivering professional engagement activities that enhance Council's reputation and support positive stakeholder experiences.

#### EMERGENCY MANAGEMENT DUTIES

As and when required, assist in dealing with any emergency situation which affects the operation of the council and/or wellbeing of the community.

#### QUALIFICATIONS AND EXPERIENCE

##### **Essential**

- Degree or diploma in Business, Event Management, Marketing, Communications or a related discipline, or an equivalent combination of qualifications and relevant experience. Demonstrated experience coordinating business engagement initiatives, industry events or stakeholder engagement activities.
- Experience coordinating multiple projects involving diverse stakeholders, suppliers and service providers.

##### **Desirable**

- Experience working within local government, economic development or a business engagement environment.
- Understanding of regional economic development, investment attraction and business engagement.
- Experience supporting partnership-based or multi-agency initiatives.

#### LICENCES AND MANDATORY REQUIREMENTS

- Current Drivers Licence

- National Police Check (required to be supplied by the employee or prospective employee prior to commencement)
- Evidence of eligibility to work in Australia

#### EQUAL OPPORTUNITY EMPLOYER

Wodonga Council is an equal opportunity employer. We ensure fair, equitable and non-discriminatory consideration is given to all, regardless of age, sex, disability, marital status, pregnancy, sexual orientation, race, religious beliefs or other protected attribute. We recognise our proactive duty to ensure compliance with equal opportunity and to eliminate all forms of discrimination.

#### INHERENT REQUIREMENTS OF THE JOB

For details of the inherent requirements of the job, please see Attachment 2.

#### COGNITIVE JOB DEMANDS

The position is required to operate at the Officer level and demonstrate the personal competencies and behaviours detailed in the People and Performance Framework attached. The cognitive demands of the role include:

- Building and maintaining productive relationships with a diverse range of internal and external stakeholders.
- Coordinating multiple business engagement activities and competing priorities while maintaining attention to detail and meeting deadlines.
- Responding effectively to changing priorities and operational requirements while delivering professional engagement activities.
- Working professionally within a public sector environment while exercising sound judgement and maintaining confidentiality where required.
- Analysing stakeholder feedback, engagement outcomes and operational information to support continuous improvement.
- Demonstrating resilience, adaptability and initiative when managing changing priorities and stakeholder expectations.

#### KEY SELECTION CRITERIA

1. Demonstrated experience coordinating business engagement initiatives, industry events or stakeholder activities that achieve positive engagement and organisational outcomes.
2. Highly developed written and verbal communication skills, with the ability to prepare professional reports, event documentation and stakeholder communications.
3. Demonstrated ability to establish and maintain productive relationships with businesses, government agencies, regional organisations and internal stakeholders.
4. Demonstrated organisational and project coordination skills, including the ability to manage multiple priorities, coordinate engagement activities and deliver high-quality outcomes within agreed timeframes.
5. Relevant work experience in Business, Event Management, Marketing, Communications or a related discipline.

Staff member signature

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# People and performance framework

|                                                                                                                                                                                                                              |                                                                                                                                                                                  |                                                                                                                                                                                      |                                                                                                                                                                                   |                                                                                                                                                                                                                                  |                                                                                                                                                                                                           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CUSTOMER SERVICE AND COMMUNICATION</b><br> Understanding and valuing our customer needs to make sure we provide quality customer service. |                                                                                                                                                                                  | <b>BUILD AND ENHANCE RELATIONSHIPS</b><br> Collaborating and working with our people and community. |                                                                                                                                                                                   | <b>PLAN, ORGANISE AND DELIVER</b><br> Performing work to the best of our ability to deliver successful outcomes for our people and community. |                                                                                                                                                                                                           |
| <b>FUTURE FOCUS</b><br> Identifying ways we can do better and anticipating future opportunities.                                             | <b>PEOPLE DEVELOPMENT</b><br> Looking after the personal and professional growth of our people. |                                                                                                                                                                                      | <b>MANAGE HEALTH AND WELLBEING</b><br> Recognising the importance of staff health and wellbeing. |                                                                                                                                                                                                                                  | <b>SAFETY AND RISK MANAGEMENT</b><br> Prioritising safe and ethical behaviour and decision-making in everything we do. |

| Customer Service and Communication                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Demonstrates commitment to a high standard of service to customers and the community. | <ul style="list-style-type: none"> <li>• Is helpful, shows respect, courtesy and fairness with staff and customers</li> <li>• Demonstrates empathy and a willingness to assist</li> <li>• Communicates information clearly</li> <li>• Listens and asks questions to understand customer needs and point of view</li> <li>• Proactively seeks solutions and keeps customers informed of progress</li> <li>• Operates within council procedures and policies</li> <li>• Writes in a way that is logical and easy to follow</li> </ul> |

| Build and Enhance Relationships                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| works co-operatively and effectively with others. | <ul style="list-style-type: none"> <li>• Demonstrates clear, open and honest communication</li> <li>• Works constructively to resolve conflict</li> <li>• Shows enthusiasm to help others</li> <li>• Listens and respects the value of different views, ideas and ways of working</li> <li>• Builds and sustains positive relationships with staff and customers</li> <li>• Actively participates in team and other activities</li> <li>• Keeps others informed and seeks clarification when required</li> </ul> |

| Plan, Organise, Deliver                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|--------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Organises and prioritises own work to meet work commitments. | <ul style="list-style-type: none"> <li>• Demonstrates effective use of time and resources to meet expectations and achieve outcomes</li> <li>• Understands what is required of the role and how this contributes to team priorities</li> <li>• Keeps appropriate people informed on progress of tasks and projects</li> <li>• Seeks information when required, demonstrates initiative</li> <li>• Undertakes to complete all tasks with a positive, can-do attitude</li> </ul> |

| Future Focus                                       |                                                                                                                                                                                                                                                                                                                                             |
|----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Looks for improvements and is adaptable to change. | <ul style="list-style-type: none"> <li>• Understands council vision and purpose and how their role fits in</li> <li>• Is willing to adapt to changing processes, systems, technology and environments</li> <li>• Looks for improvements and better ways of doing things</li> <li>• Seeks support and clarification when required</li> </ul> |

| People Development                                        |                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Welcomes opportunities for learning and self-development. | <ul style="list-style-type: none"> <li>• Displays council values</li> <li>• Reflects upon own performance</li> <li>• Seeks and acts upon feedback</li> <li>• Sets goals for personal and professional development</li> <li>• Finds ways to learn and improve in the completion of day-to-day tasks</li> <li>• Takes responsibility for own work and meeting job requirements</li> </ul> |

| Manage Health and Wellbeing                                        |                                                                                                                                                                                                                                                                                                                                                                           |
|--------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Takes responsibility for self-care and managing work-life balance. | <ul style="list-style-type: none"> <li>• Demonstrates effective time management and prioritising of tasks</li> <li>• Is aware of, controls and expresses their own emotions appropriately</li> <li>• Recognises when support is needed</li> <li>• Accepts responsibility for their own actions and outcomes</li> <li>• Is aware of the importance of self-care</li> </ul> |

| Safety and Risk Management                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|---------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Takes responsibility for personal actions and reports safety and compliance concerns. | <ul style="list-style-type: none"> <li>• Remains vigilant in ensuring a safe working environment for self and others</li> <li>• Is aware of risk and takes action to prevent problems</li> <li>• Reports hazards, incidents (including near misses) and compliance concerns in a timely way</li> <li>• Understands the importance of honesty and transparency</li> <li>• Avoids and discloses conflicts of interest and guards against the misuse of council resources and assets</li> <li>• Complies with policies and procedures</li> </ul> |

## ATTACHMENT 2 INHERENT REQUIREMENTS OF THE JOB

Wodonga Council will provide reasonable adjustments to assist a person with a disability to perform these inherent requirements of the job.

| FREQUENCY      | % OF WORK DAY / TASK |
|----------------|----------------------|
| Rare (R)       | 0-5%                 |
| Occasional (O) | 6-33%                |
| Frequent (F)   | 34-66%               |
| Constant (C)   | 67-100%              |

| TASK                                       | DESCRIPTION                                              | INHERENT REQUIREMENTS                                                                                                                                                                                                                                     | DEMAND                    | FREQUENCY |   |   |   |
|--------------------------------------------|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-----------|---|---|---|
|                                            |                                                          |                                                                                                                                                                                                                                                           |                           | R         | O | F | C |
| Business support and information provision | Management of internal and external business information | <ul style="list-style-type: none"> <li>System management, including social media</li> <li>Liaison with external agencies and the general public</li> <li>Phone use</li> <li>Computer use</li> <li>Communication with other council departments</li> </ul> | Sitting                   |           |   |   | X |
|                                            |                                                          |                                                                                                                                                                                                                                                           | Standing                  |           | X |   |   |
|                                            |                                                          |                                                                                                                                                                                                                                                           | Walking                   |           | X |   |   |
|                                            |                                                          |                                                                                                                                                                                                                                                           | Lifting < 10kgs           | X         |   |   |   |
|                                            |                                                          |                                                                                                                                                                                                                                                           | Carrying                  | X         |   |   |   |
|                                            |                                                          |                                                                                                                                                                                                                                                           | Pushing                   | X         |   |   |   |
|                                            |                                                          |                                                                                                                                                                                                                                                           | Pulling                   | X         |   |   |   |
|                                            |                                                          |                                                                                                                                                                                                                                                           | Climbing                  | X         |   |   |   |
|                                            |                                                          |                                                                                                                                                                                                                                                           | Bending                   | X         |   |   |   |
|                                            |                                                          |                                                                                                                                                                                                                                                           | Twisting                  | X         |   |   |   |
|                                            |                                                          |                                                                                                                                                                                                                                                           | Squatting                 | X         |   |   |   |
|                                            |                                                          |                                                                                                                                                                                                                                                           | Kneeling                  | X         |   |   |   |
|                                            |                                                          |                                                                                                                                                                                                                                                           | Reaching                  |           | X |   |   |
|                                            |                                                          |                                                                                                                                                                                                                                                           | Fine motor                |           |   | X |   |
|                                            |                                                          |                                                                                                                                                                                                                                                           | Neck postures             |           |   | X |   |
|                                            |                                                          |                                                                                                                                                                                                                                                           | Accepting instructions    |           |   | X |   |
|                                            |                                                          |                                                                                                                                                                                                                                                           | Sustained concentration   |           |   |   | X |
|                                            |                                                          |                                                                                                                                                                                                                                                           | Simple decision making    |           | X |   |   |
|                                            |                                                          |                                                                                                                                                                                                                                                           | Problem solving           |           | X |   |   |
|                                            |                                                          |                                                                                                                                                                                                                                                           | Interaction with others   |           |   |   | X |
|                                            |                                                          |                                                                                                                                                                                                                                                           | Exposure to confrontation | X         |   |   |   |
|                                            |                                                          |                                                                                                                                                                                                                                                           | Respond to change         |           |   | X |   |
|                                            |                                                          |                                                                                                                                                                                                                                                           | Prioritisation            |           |   |   | X |
|                                            |                                                          |                                                                                                                                                                                                                                                           |                           |           |   |   |   |

| TASK                             | DESCRIPTION                                                        | INHERENT REQUIREMENTS                                                                                                                                                                                                                                                                | DEMAND                    | FREQUENCY |   |   |   |
|----------------------------------|--------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-----------|---|---|---|
|                                  |                                                                    |                                                                                                                                                                                                                                                                                      |                           | R         | O | F | C |
| Economic management and research | Management of economic development software and marketing          | <ul style="list-style-type: none"> <li>Liaison with external agencies and the general public</li> <li>Communication with other council departments</li> <li>Computer use</li> <li>Data entry</li> <li>Phone use</li> <li>Assist in reporting</li> <li>Software management</li> </ul> | Sitting                   |           |   |   | X |
|                                  |                                                                    |                                                                                                                                                                                                                                                                                      | Standing                  |           | X |   |   |
|                                  |                                                                    |                                                                                                                                                                                                                                                                                      | Walking                   |           | X |   |   |
|                                  |                                                                    |                                                                                                                                                                                                                                                                                      | Lifting < 10kgs           | X         |   |   |   |
|                                  |                                                                    |                                                                                                                                                                                                                                                                                      | Carrying                  | X         |   |   |   |
|                                  |                                                                    |                                                                                                                                                                                                                                                                                      | Pushing                   | X         |   |   |   |
|                                  |                                                                    |                                                                                                                                                                                                                                                                                      | Pulling                   | X         |   |   |   |
|                                  |                                                                    |                                                                                                                                                                                                                                                                                      | Climbing                  | X         |   |   |   |
|                                  |                                                                    |                                                                                                                                                                                                                                                                                      | Bending                   | X         |   |   |   |
|                                  |                                                                    |                                                                                                                                                                                                                                                                                      | Twisting                  | X         |   |   |   |
|                                  |                                                                    |                                                                                                                                                                                                                                                                                      | Squatting                 | X         |   |   |   |
|                                  |                                                                    |                                                                                                                                                                                                                                                                                      | Kneeling                  | X         |   |   |   |
|                                  |                                                                    |                                                                                                                                                                                                                                                                                      | Reaching                  |           |   | X |   |
|                                  |                                                                    |                                                                                                                                                                                                                                                                                      | Fine motor                |           |   | X |   |
|                                  |                                                                    |                                                                                                                                                                                                                                                                                      | Neck postures             |           |   | X |   |
|                                  |                                                                    |                                                                                                                                                                                                                                                                                      | Accepting instructions    |           |   | X |   |
|                                  |                                                                    |                                                                                                                                                                                                                                                                                      | Sustained concentration   |           |   |   | X |
|                                  |                                                                    |                                                                                                                                                                                                                                                                                      | Simple decision making    |           |   | X |   |
|                                  |                                                                    |                                                                                                                                                                                                                                                                                      | Problem solving           |           |   | X |   |
|                                  |                                                                    |                                                                                                                                                                                                                                                                                      | Interaction with others   |           |   |   | X |
|                                  |                                                                    |                                                                                                                                                                                                                                                                                      | Exposure to confrontation | X         |   |   |   |
|                                  |                                                                    |                                                                                                                                                                                                                                                                                      | Respond to change         |           |   | X |   |
|                                  |                                                                    |                                                                                                                                                                                                                                                                                      | Prioritisation            |           |   |   | X |
| TASK                             | DESCRIPTION                                                        | INHERENT REQUIREMENTS                                                                                                                                                                                                                                                                | DEMAND                    | FREQUENCY |   |   |   |
|                                  |                                                                    |                                                                                                                                                                                                                                                                                      |                           | R         | O | F | C |
| Grants facilitation              | Writing funding application and management of minor funding grants | <ul style="list-style-type: none"> <li>Liaison with external agencies</li> <li>Communication with other council departments</li> <li>Computer use</li> <li>Phone use</li> <li>Assist in reporting</li> </ul>                                                                         | Sitting                   |           |   |   | X |
|                                  |                                                                    |                                                                                                                                                                                                                                                                                      | Standing                  |           | X |   |   |
|                                  |                                                                    |                                                                                                                                                                                                                                                                                      | Walking                   |           | X |   |   |
|                                  |                                                                    |                                                                                                                                                                                                                                                                                      | Lifting < 10kgs           | X         |   |   |   |
|                                  |                                                                    |                                                                                                                                                                                                                                                                                      | Carrying                  | X         |   |   |   |
|                                  |                                                                    |                                                                                                                                                                                                                                                                                      | Pushing                   | X         |   |   |   |

|                                    |                                                             |                                                                                                                                                                                                                                                                                     | Pulling                   | X         |   |   |   |
|------------------------------------|-------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-----------|---|---|---|
|                                    |                                                             |                                                                                                                                                                                                                                                                                     | Climbing                  | X         |   |   |   |
|                                    |                                                             |                                                                                                                                                                                                                                                                                     | Bending                   | X         |   |   |   |
|                                    |                                                             |                                                                                                                                                                                                                                                                                     | Twisting                  | X         |   |   |   |
|                                    |                                                             |                                                                                                                                                                                                                                                                                     | Squatting                 | X         |   |   |   |
|                                    |                                                             |                                                                                                                                                                                                                                                                                     | Kneeling                  | X         |   |   |   |
|                                    |                                                             |                                                                                                                                                                                                                                                                                     | Reaching                  |           | X |   |   |
|                                    |                                                             |                                                                                                                                                                                                                                                                                     | Fine motor                |           |   | X |   |
|                                    |                                                             |                                                                                                                                                                                                                                                                                     | Neck postures             |           |   | X |   |
|                                    |                                                             |                                                                                                                                                                                                                                                                                     | Accepting instructions    |           |   | X |   |
|                                    |                                                             |                                                                                                                                                                                                                                                                                     | Sustained concentration   |           |   |   | X |
|                                    |                                                             |                                                                                                                                                                                                                                                                                     | Simple decision making    |           |   | X |   |
|                                    |                                                             |                                                                                                                                                                                                                                                                                     | Problem solving           |           |   | X |   |
|                                    |                                                             |                                                                                                                                                                                                                                                                                     | Interaction with others   |           |   |   | X |
|                                    |                                                             |                                                                                                                                                                                                                                                                                     | Exposure to confrontation | X         |   |   |   |
|                                    |                                                             |                                                                                                                                                                                                                                                                                     | Respond to change         |           |   | X |   |
|                                    |                                                             |                                                                                                                                                                                                                                                                                     | Prioritisation            |           |   |   | X |
| TASK                               | DESCRIPTION                                                 | INHERENT REQUIREMENTS                                                                                                                                                                                                                                                               | DEMAND                    | FREQUENCY |   |   |   |
|                                    |                                                             |                                                                                                                                                                                                                                                                                     |                           | R         | O | F | C |
| Administration and tourism support | Provision of administration and tourism support to the team | <ul style="list-style-type: none"> <li>• Computer use</li> <li>• Phone use</li> <li>• Presentation preparation</li> <li>• Reporting</li> <li>• Using mapping systems</li> <li>• Minimal liaison with external agencies</li> <li>• Communication with staff of all levels</li> </ul> | Sitting                   |           |   |   | X |
|                                    |                                                             |                                                                                                                                                                                                                                                                                     | Standing                  |           | X |   |   |
|                                    |                                                             |                                                                                                                                                                                                                                                                                     | Walking                   |           | X |   |   |
|                                    |                                                             |                                                                                                                                                                                                                                                                                     | Lifting < 10kgs           | X         |   |   |   |
|                                    |                                                             |                                                                                                                                                                                                                                                                                     | Carrying                  | X         |   |   |   |
|                                    |                                                             |                                                                                                                                                                                                                                                                                     | Pushing                   | X         |   |   |   |
|                                    |                                                             |                                                                                                                                                                                                                                                                                     | Pulling                   | X         |   |   |   |
|                                    |                                                             |                                                                                                                                                                                                                                                                                     | Climbing                  | X         |   |   |   |
|                                    |                                                             |                                                                                                                                                                                                                                                                                     | Bending                   | X         |   |   |   |
|                                    |                                                             |                                                                                                                                                                                                                                                                                     | Twisting                  | X         |   |   |   |
|                                    |                                                             |                                                                                                                                                                                                                                                                                     | Squatting                 | X         |   |   |   |
|                                    |                                                             |                                                                                                                                                                                                                                                                                     | Kneeling                  | X         |   |   |   |
|                                    |                                                             |                                                                                                                                                                                                                                                                                     | Reaching                  |           | X |   |   |

|  |  |  |                           |   |   |   |   |
|--|--|--|---------------------------|---|---|---|---|
|  |  |  | Fine motor                |   |   | X |   |
|  |  |  | Neck postures             |   |   | X |   |
|  |  |  | Accepting instructions    |   |   | X |   |
|  |  |  | Sustained concentration   |   |   |   | X |
|  |  |  | Simple decision making    |   | X |   |   |
|  |  |  | Problem solving           |   | X |   |   |
|  |  |  | Interaction with others   |   |   |   | X |
|  |  |  | Exposure to confrontation | X |   |   |   |
|  |  |  | Respond to change         |   |   | X |   |
|  |  |  | Prioritisation            |   |   |   | X |