

Job Description

Events Administration Assistant

Role Profile	Business Support 4 (BSG04) Grade 4/E
Service/Team	Tourism – Marketing and Events
Reports to	Events Managers
Responsible for	N/A
Number of posts	1
Post number	- - - - -

My job improves the quality of life for the people of Bournemouth and Poole by...

helping to ensure the safe delivery of high quality events, festivals and projects across the conurbation that significantly raise the profile of the destinations and seafront for the economic benefit of the town and tourism industry and the enjoyment of residents.

Job Overview

Provide administrative support in approving over 450 externally organised outdoor events per year to ensure they deliver a safe and enjoyable experience. Provide administrative support to the events team to deliver all council-run outdoor events and festivals across Bournemouth and Poole.

Key Responsibilities

- Liaise with the Events team, Council departments and external stakeholders in administrating events to ensure they have the documentation and approvals to organise events in a safe and enjoyable environment
- Get quotes for supplier services for events and help administer major supplier and event organiser contracts

Specific Qualifications and Experience

- Able to adapt, understand and apply organisational administrative processes and procedures
- Experience of working in a busy environment, forward planning and adapting to changing environments

Personal Qualities & Attributes

- Ability to communicate and thrive in a team environment
- Good administrative skills and attention to detail
- Good at gaining and building rapport in customer facing environment

Job Requirements

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.

- Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car
- To work in locations between Bournemouth and Poole as required
- Flexible working – 5 in 7 days Work over major festivals (eg. Bournemouth Air Festival) and Bank Holidays.

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January 2018

Role Profile (BSG04)

Business Support 4 (Grade 4/E)

Competencies

Managing, Leading and Developing Others	Contribute to and celebrate the success of the whole team
	Encourage and listen to new ideas from everyone and be positive about change
	Share open and honest feedback in a constructive manner
Knowledge and Skills	2 A levels , NVQ 2/3 in Business Administration (or equivalent experience)
	Good knowledge of ICT including Excel, Word, Outlook and other programmes relevant to the role
	Straightforward collation and analysis of data
	Prepare engaging presentations using a clear brief
	Prepare clear and succinct meeting notes
	Experience of diary management for senior officers
	Attention to detail with the ability to proof read
Creativity and Innovation	Use curiosity about the way things are done to recommend, create and implement more effective ways of working that will enhance customer experience
	Use effective interpersonal skills to develop solutions to a range of practical problems
Relationships	Build supportive, positive and trusting relationships with others
	Seek to resolve any barriers to collaborating with others by communicating openly and challenging unhelpful behaviour
	Appreciate diversity in both customers and colleagues and consider their specific needs
Decision making	Make evidence based decisions within set procedures, escalating to a manager where appropriate

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Work Demands	Plan and organise own workload including some prioritisation of non standard work
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Version 1 – September 2017

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