**Profile Information: SENIOR EVENT OFFICER**

**This supplementary information for *Senior Event Officer* is for guidance and must be used in conjunction with the Job Capsule for**

**Job Level** Level 3, Zone 2 **Camden Way Category ……3………………………………**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee’s contract of employment.**

**Role Purpose:**

Highly experienced, competent, and dynamic Event Officer with substantial event delivery and management experience to work in our events service with a wide range of clients and multiple partners, community, council and corporate.

**Example outcomes or objectives that this role will deliver:**

*(Approx. six to eight key statements)*

* Strategic experience to ensure additional commercial business and sales to maximise income to the service
* High level of experience in complex event project management for both indoor and outdoor event delivery
* Knowledge and certification in health and safety and risk assessment, Processes and Licensing
* Excellent Customer care and service skills
* Creative development with existing client bases to increase business
* Financial budget planning skills to ensure savings and income maximisation
* Possess a can-do attitude and be able to work effectively and flexibly on your own initiative and co leading the team, supporting the services delivery and the council’s wider aims.

**People Management Responsibilities:**

* Supervision and management of two operational event managers and a variety of as and when suppliers

**Relationships;**

*(Nature of relationships and partnerships e.g. internal, external, and level)*

You will be a dynamic and innovative and self - motivated individual with ideally some understanding of local government. You will be commercially astute recognising opportunities for Camden and develop relationships; communicating effectively, liaising and negotiating across a range of commercial and community and council clients, partners and external stakeholders and resident groups.

**Work Environment:**

*The applicant will be based in 5 Pancras square the Council officers within the exciting Kings Cross new development.*

*Office base is peripatetic according to demands of events in our many locations*

**Technical Knowledge and Experience:**

Qualified knowledge of health and safety

IOSH

Licensing knowledge and qualification

Understanding of systems

Financial skills and budget management

Expert excel and IT understanding

Experience in Leadership

**Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

* Deliver for the people of Camden
* Work as one team
* Take pride in getting it right
* Find better ways
* Take personal responsibility

For further information on the Camden Way please visit by clicking [HERE](https://camdengov.referrals.selectminds.com/togetherwearecamden/info/page1)

**Chart Structure**

**1.HEAD OF SERVICE**

**2.MANAGER OF EVENT SERVICE**

**3.SENIOR EVENT OFFICER**

**4.EVENT OFFICER**

**5.FINANCE OFFICER**

**6. OPERATIONS OFFICER**

**7. EVENT AND ART PROJECT OFFICER**

**8. VENUE SUPPORT OFFICER**

**Intern**