



ABN 19 949 536 343

59 Bonville Avenue | PO Box 3137 | Thornton NSW 2322
P (02) 4978 4040 | F (02) 4966 0588

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POSITION DESCRIPTION

Position Title	Regional Projects Coordinator (Accelerating Event Economies)
Employment Status	Permanent full time (5 days per week). NB flexible days and hours will also be considered
Package	Annual Salary: \$91,488.80 (\$46.30 per hour) Super (10%): \$9,148.88 NB. A full private use motor vehicle may also be available
Office Location	Thornton NSW
Reports to	Regional Policy and Programs Manager
Date	1 November 2021
Direct Reports (if applicable)	Nil

The Organisation

The Hunter Joint Organisation (Hunter JO) is a collaborative organisation of the 10 Councils of the Hunter that facilitates the delivery of strategic advocacy and program outcomes for the entire region. Our principal statutory functions include:

- Regional strategic planning and priority setting
- Intergovernmental collaboration
- Shared regional leadership and advocacy

Being a hub for local government collaboration, the Hunter JO provides a united and local voice for communities throughout the Hunter region. The Hunter JO is a growing organisation, with an exciting and diverse range of projects that are delivering real outcomes for our region.

Collaboration is key to our success. It allows us to create innovative solutions, efficient processes, improved culture, and is a defining strength for our organisation. Our focus on place based leadership and collaborating with Councils, government, industry and community partners on the region's key issues and priorities makes the Hunter JO a dynamic, innovative and exciting organisation in which to work.



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The Position

The role will be based within our growing Regional Policy and Programs Division (RPPD), which is responsible for driving delivery of collaborative and evidence-based advocacy and program work across four regional focus areas: Connectivity; Resilience; Jobs and a Growing Economy; and Liveability.

The role reports to a Regional Policy and Programs Manager and will work closely with other JO staff and a wide range of external stakeholders including member Councils, State Government agencies, research institutions, business and community groups.

The role will work closely with the Regional Policy and Program Manager to deliver a range of activities including stakeholder engagement and management; research and analysis; and project planning, coordination and delivery, that contribute directly to implementation of regional scale projects being delivered by the Hunter JO. The initial focus of the role will be delivery of the grant funded "Accelerating Event Economies (A2E)" project until June 2023, and beyond that the delivery of a range of projects contributing to the region's economic development and transformation.

The A2E project has secured \$862,000 in funding from the Bushfire Local Economic Recovery (BLER) Fund to enhance the attraction of major events to the Hunter and to streamline the delivery of events across Council boundaries, creating efficiency savings for event managers and planners. The project will help build economic activity, diversification, and resilience across the Hunter region.

The project will deliver a series of key actions:

- establish a project working group across the Hunter JO's 10-member councils, state agencies and other stakeholders
- undertake an event assets and opportunities audit and economic impact demonstration
- project manage the development of a regional events website and prospectus
- build an event manager's toolkit and
- co-ordinate across councils the development of a shared event approvals system and event database.

Key responsibilities of the Role:

- Plan and project manage the delivery of regional projects, initially focusing on the Accelerating Event Economies (A2E) project, but also supporting the delivery of other projects within the Division as required
- Coordinate multi stakeholder committees and working groups to build collaboration in the delivery of regional projects, including the establishment and operation of project working groups / expert reference groups comprising member councils, state government agencies and other relevant organisations
- Engage and manage consultants, contractors, project partners and stakeholders to ensure regional projects are delivered within established parameters, timeframes and budgets
- Monitor, manage and report on budget expenditures to ensure delivery of projects within available finances and timeframes
- Prepare and deliver workshops and presentations with member councils and key stakeholders to build awareness, capacity and commitment to participate in the delivery of regional projects



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- Ensure organisational compliance with grant administration obligations including regular progress reporting of delivery milestones and expenditure
- Prepare project proposals, business cases and grant applications to expand the number of projects being delivered by the Hunter JO
- Track and report project progress and pre-emptively manage emerging risks
- Contribute to the development of regional policy / advocacy positions and submissions to articulate the position of member Councils through the Hunter JO

Selection Criteria

Essential
Tertiary qualifications in project management, event management / coordination or related discipline (e.g. business, commerce, economics, management, local government, tourism, event management, marketing, economic development etc.) or equivalent experience
Project Management skills including, engagement and management of consultants, contracts, project planning and identifying and pre-emptively managing project risks, project reporting, and liaison internally and externally to deliver project outcomes
Excellent interpersonal skills, able to empathise with others and work collaboratively as part of teams, within and external to the Hunter JO. This includes skills in presentations, meetings, phone calls, social media use.
Ability to work independently, and to exercise initiative and problem-solving skills.
High level skills in organising, presenting at, and documenting outcomes from meetings, forums and workshops.
Excellent word processing skills and competence with various software packages including Outlook, Word, PowerPoint and Excel.
Minimum 5 years relevant experience in equivalent roles.
Class C NSW Drivers licence
Desirable
Knowledge and/or experience and a genuine interest in supporting event attraction to a region through improved collaboration across Councils, agencies and industry and community stakeholders
Experience in managing project budgets
Experience working for / with Local, Regional, State or Federal Government organisations.
Appreciation of local government and the role of regional organisations in delivering shared benefits across a region, via collaboration between member councils, state government and other stakeholder organisations
Experience in working in the event management and planning or economic development space



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More Information

To find out more about the role, please contact:

Boyd Blackwell

Regional Policy & Program Manager

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