



TaurangaCity

Job description

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| Title | Senior Event Delivery Coordinator |
| Number | [Position number] |
| Group | Community Services |
| Division | Venues and Events |
| Reports to | Event Delivery Lead |
| Direct reports | NIL |
| Date | 08/08/2025 |

Job holder commitment

The job holder accepts as a fundamental requirement of their employment that they must demonstrate a personal commitment to:-

- modelling organisational values at all times
- a safe and healthy work environment
- assisting Council to fulfil its Civil Defence responsibilities

At TCC we uphold the principles of Te Tiriti o Waitangi by engaging in an effective and meaningful partnership with tangata whenua. We are committed to developing our knowledge and understanding of te reo Māori, tikanga Māori, Mātauranga Māori and our partnership with tangata whenua.

Job purpose

To support the delivery of key civic events and develop and effectively deliver community events within the TCC Event Delivery Programme.

Key outcomes

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| Tauranga City Council's public Event Delivery Programme is delivered safely and successfully | <ul style="list-style-type: none">• Deliver the agreed TCC public events to meet business owner outcomes, community expectations and in align with the Events Action and Investment Plan (EAIP).• Support design, development and delivery of leverage activities associated with TCCs investment in events as required.• Support design, development and delivery of events as agreed within the wider TCC Event Delivery Programme.• Deliver events from end to end that are industry best practice and meet all legislative requirements. |
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| | <ul style="list-style-type: none"> • All risks (reputational and operational) are identified and have controls in place to manage TCC's risk and liability and ensure the community are safe at Council managed events and in accordance with the HSWA. • Event delivery budgets are developed, tracked and any variances escalated to the Event Delivery Lead and/or budget owner. • Community groups, event suppliers and contractors are managed to enable successful delivery of TCC events. Supplier procurement is also undertaken when required within TCC guidelines. • Event planning reflects collaborative engagement across the community, organisation and with key city stakeholders. • Engage and support appropriate teams to deliver communications and marketing for delivered events. |
| Professional high-level relationships are developed, maintained, and leveraged to achieve business goals. | <ul style="list-style-type: none"> • Build the trust and confidence of key city stakeholders, suppliers, and internal TCC relationships through professionalism, knowledge and delivering on expectations. • Identify and develop opportunities for collaboration between stakeholders and local community groups and organisations across the TCC Events Delivery Programme. • Ensure stakeholders are kept well informed, involved where necessary, and feedback reflects a high level of service. |

The job description is not an exhaustive list of requirements, the job holder will be required to perform tasks assigned to them that are not explicitly described in this document.

Person specifications

| Essential |
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| <ul style="list-style-type: none"> • Current first aid certificate. • Full and clean drivers license. • Qualification in event/project management or relevant discipline preferred • Proven experience in Event Management and Delivery with at least 4 - 5 years of relevant industry experience. • Experience working with and a good understanding of the Health and Safety at Work Act |

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WHANAKE TE TAI

Our values

Pono / Integrity

We do what we say we will do

Manaakitanga / Respect

We listen to all views and show we care

Whāia te tika / Service

We do the right thing for our community
and each other

Whanaungatanga / Collaboration

We work together and create connections