

POSITION DESCRIPTION

ARTS AND CULTURE ADVISOR

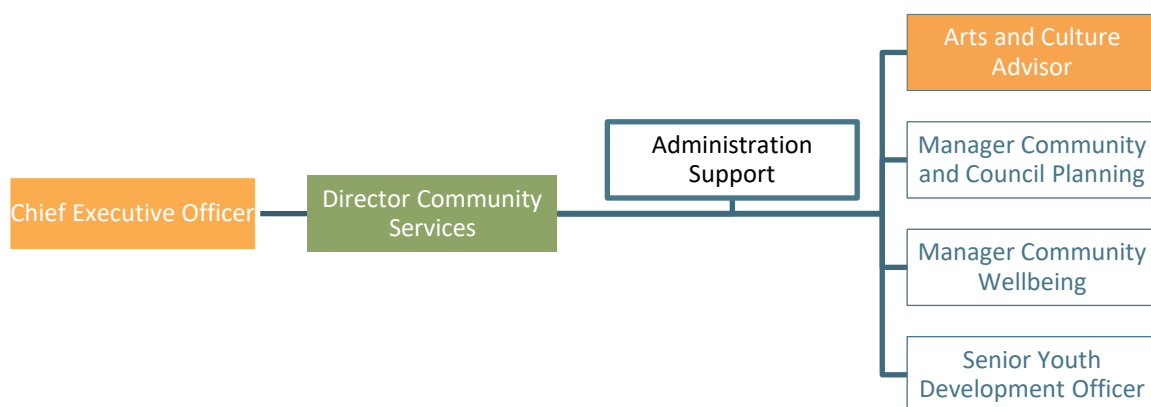
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| Position Number: | 621101 |
| Department: | Community Services |
| Division: | Community Services |
| Location: | Bannockburn Customer Service Centre, 2 Pope Street Bannockburn |
| Employment status: | Permanent part time |
| Classification: | Band 6 of Golden Plains Shire Council Enterprise Agreement No: 8 – 2017 |
| Date: | June 2021 |

POSITION OBJECTIVES

- To contribute to strengthening a socially cohesive and vibrant Golden Plains Shire community through fostering interest, participation, appreciation and celebration of Art and Culture across the Shire and within Council.
- Develop and implement strategy, policy and program documentation to guide Council’s arts and culture undertakings.

ORGANISATIONAL RELATIONSHIPS

The organisational structure for this role is as follows:



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| Reports to : | Director Community Services |
| Directly Supervises: | May supervisor volunteers and contractors |
| Internal Liaisons: | Council Staff |

External Liaisons:

Community, government departments, state and regional arts organisations, artists and art networks

KEY RESPONSIBILITIES AND DUTIES

Duties of the Position

- Develop and implement an Arts and Culture Strategy and Action Plan for Golden Plains Shire Council.
- Oversee the development, implementation, monitoring and evaluation of Council's Reconciliation Action Plan. Develop and deliver Public Art policy and plan and oversee relevant audits and maintenance schedules.
- Develop an Arts and Memorabilia policy and undertake audit.
- To enhance the capacity of Council, community and service providers to plan for and foster arts and cultural development activities and opportunities in the Shire.
- Provide advice and support to other Council employees to embed arts and cultural development throughout Council's programs and services.
- Support local artists and community groups to further arts and cultural development across the Shire.
- Establish strong partnerships with key stakeholders including local community groups, artists and arts organisations, community and business organisations, other government and non-government agencies and schools to develop, implement and support the delivery of art and cultural development activities.
- Prepare quality funding submissions to attract external funding for arts program initiatives and complete acquittals and associated reporting.
- Undertake contract administration and supervision as required.
- Research and prepare briefings to management, community groups, and Councillors as required.
- Provide leadership, expertise and guidance to the organisation in the areas of arts and cultural development and how this can be implemented within a community development framework including, contributing to reducing vulnerability and building social cohesion.
- Oversee the development and distribution of promotional materials and opportunities in support of Arts and Cultural Development programs and activities relevant to the community.
- Other duties within the scope of the employee's skills, competence and training as directed.

General Responsibilities

- Act in accordance with Council's Customer Service Charter.
- Undertake day to day administration including maintenance of databases, filing, g correspondence, customer service and attending internal and external meetings.
- Apply arts and cultural development principles in the execution of all responsibilities.
- Any other duties as required by your supervisor to advance the positions objective.
- Administer the budget allocated to arts and culture programs.
- Contribute to the Unit through efficient, effective and customer focused skills.
- Contribute to the development of the Unit's objectives, as well as the corporate goals of Council.
- Maintain confidentiality in respect of all dealing of a sensitive or confidential nature.

- Provide support to other Council staff as required.
- Other duties within the scope of the employee's skills, competence and training as directed

Corporate Responsibilities

- Promote excellence in customer service and in conjunction with the Unit Manager and Team Leader, identify, review and implement strategies to improve service quality and efficiency.
- Maintain positive team relationships among colleagues and community groups, on a formal and informal basis, across all Council functions.
- Ensure the security of Council's property and assets and maintain a commitment to the care of all Council's property and assets.
- Participate as directed in training and education to maintain an up to day knowledge of emergency management responses.
- Provide administration, logistic and specialist support and advice during CEO identified emergency events.
- Comply with Council policies and procedures

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- The position provides advice and assistance to clients and manages resources and participate in policy development.
- In providing advice to clients, freedom to act is subject to clear objectives and policies and regular supervision.
- In managing resources, freedom to act is governed by clear objectives and budgets with a regular mechanism to ensure adherence to goals and objectives.
- The effect of decisions and actions on individual clients maybe significant but is subject to review by a more senior employee.
- Input into policy development would be limited to their area of expertise.

JUDGEMENT AND DECISION MAKING

- The work is specialised with methods, procedures and process developed from theory and precedent
- The work may involve improving and/or developing methods and techniques generally based on previous experience.
- Problem solving involves applying known techniques to new situations.
- Guidance and advice are usually available.

SPECIALIST SKILLS AND KNOWLEDGE

The position requires:

- Proficiency in the application of community development and arts and culture theory, including an awareness of the underlying principles as distinct from the practices.
- Analytical and investigative skills to formulate policy options from within a broad organisation wide framework.
- An understanding of the long term goals of the Council and Community Services Division, and of the relevant policies of both the unit and the wider organisation.
- A familiarity with budgeting techniques.

MANAGEMENT SKILLS

- The position requires skills in managing time, setting priorities and organising work so as to achieve specific and set objectives in the most efficient way possible, and within the resources and time available.
- In supervising contractors, the position requires an understanding of and an ability to implement procurement practices and personnel practices including those related to equal employment opportunity and occupational health and safety.

INTERPERSONAL SKILLS

The position requires:

- The ability to gain cooperation and assistance from a diverse range of stakeholders including government representatives, funders, artists, members of the public and other employees in the administration of arts and culture programs.
- The capacity to liaise with their counterparts in other organisations to discuss specialist matters, and with other employees to resolve intra-organisational problems.
- Well developed verbal and written communications skills.

RESPONSIBILITIES FOR ALL GOLDEN PLAINS EMPLOYEES

Occupational Health and Safety

Council is committed to providing a safe and healthy work environment to all employees. Employees are expected to perform their duties in accordance with the Occupational Health and Safety Act 2004 and all Regulations, Codes of Practice and Council policies and procedures. In addition, employees are expected to:

- Conduct themselves in a manner that will not endanger themselves or others.
- Participate in Occupational Health and Safety training.
- Assist with audits of work procedures, equipment and workplaces.
- Identify areas of improvement by contributing to the Safety System within the Department.
- Contribute ideas and suggestions that promote safety awareness.
- Be aware of emergency procedures and codes.
- Report unsafe work practices, incidents, hazards and near misses.
- Report unacceptable workplace behaviours such as harassment and bullying.
- Promote and champion a culture of safety within the workplace.

Risk Management

Employees are required to follow all policies and procedures in relation to risk management (asset protection, security, public liability and professional indemnity). Employees are expected to:

- Participate in risk assessments when requested.
- Demonstrate an understanding of, and a commitment to, Council's Risk Management Standard Operating Procedure.
- Report all hazards and incidents of which they become aware.

Records Management

Employees are required to follow all policies and procedures in relation to records management. Employees are expected to:

- Understand their records management obligations and responsibilities.
- Comply with Council records management processes.
- Keep accurate and complete records of business activities and decision making.
- Create records proactively including those resulting from telephone conversations, verbal decisions, and meetings.

Community Engagement

Golden Plains Shire Council is committed to enhancing the opportunities it provides to the community to be involved in Council's decision making processes. Employees are required to demonstrate a commitment to community engagement. This includes:

- Adhering to Council's community engagement strategy, policy, and framework
- Providing genuine opportunities for the community to be involved in relevant Council decisions and projects
- Involving community members and stakeholders affected by the subject of the engagement and providing adequate support for them to be involved
- Clearly defining the purpose and scope of the engagement and using best-practice principles to design and implement the most effective approach
- Providing community members with relevant and timely information to inform their participation

Equal Opportunity

Golden Plains Shire Council offers a work environment free of discrimination, sexual or other harassment, victimisation, vilification and bullying. Employees are expected to contribute to the maintenance of such a work environment.

Child Safe Standards

Golden Plains Shire Council is committed to creating a child safe and child friendly environment where children and young people are respected, valued and encouraged to reach their full potential.

Golden Plains Shire Council's policies and procedures support the implementation of requirements under the Child Wellbeing and Safety Act 2005. Council will ensure that the Child Safe Standards are understood and embedded across Council services and programs.

Privacy and Confidentiality

Employees must respect and protect the privacy and confidentiality of information gained or accessed during the course of their employment. Employees are required to comply with the Privacy and Data Protection Act 2014, the Health Records Act and Council's Information Privacy and Health Records policies. Both during and after employment with Council, employees must not:

- Communicate confidential or private information to third parties.
- Make use of any information gained through employment at the Shire for any purpose other than the discharge of official duties.

OTHER REQUIREMENTS

- In your role as Arts and Culture Officer, it is acknowledged that tasks within this role are often required to be undertaken in the evenings or on weekends. Refer to Clause 9.5 in Council's Enterprise Agreement No. 8, 2017 for the Work Team Arrangement conditions applicable to this role.
- Employment is subject to a satisfactory six month probationary period.
- Employees must comply with Golden Plains Shire Council's Employee Code of Conduct
- Completion of a pre-employment Disclosure of Pre-existing Injury or Disease form.
- A current Victorian driver licence.
- A satisfactory National Criminal History Check and Working With Children's check.

QUALIFICATIONS AND EXPERIENCE

The skills and knowledge required in this position are beyond those acquired through tertiary education alone. The role requires an individual with a tertiary qualification and several years of subsequent experience in program management and community cultural development or a lesser formal qualifications and substantial relevant experience in the arts and culture field.

KEY SELECTION CRITERIA

1. A tertiary qualification in Arts and Cultural Development and/or Community Development experience. or extensive relevant experience.
2. Demonstrated success in arts and or culture policy and strategy development and implementation.
3. Demonstrated success in the development, implementation and evaluation of arts and community projects in collaboration with communities, government and service providers.
4. Demonstrated success in supporting and empowering local artists, community arts organisations and project groups.
5. Highly developed interpersonal and communication skills, including demonstrated report, presentation and submission writing skills.
6. Ability to be highly organised and work independently and contribute towards the achievement of individual, team goals and organisational.
7. Broad knowledge of issues, trends and government policies and priorities impacting on communities in rural Australia.
8. Experience working in or with Local Government

Police Check results that are suitable for this position (will be arranged by Golden Plains Council).

APPROVAL

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| Prepared By: | Coordinator People and Culture |
| Approved By: | Eric Braslis – Chief Executive Officer |
| Reviewed By (P&C): | Carol Jungbauer – People and Culture Officer |
| Date: | February 2021 |

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| Employee Acceptance: | |
| <i>(name and signature)</i> | |
| Date: | |

PLEASE NOTE:

Personal and Health Information collected by Council is used for recruitment purposes and, if the applicant is successful, will be used for HR purposes. Council may disclose this information to other organisations if required by law. The applicant understands that the personal and health information provided is for the above-mentioned purpose and that he or she may apply to Council for access to and/or amendment of the information. Information relating to unsuccessful applicants may be destroyed by Council six months after being received. Requests for access or correction should be made to Council's Privacy Officer.