

Position Description

Position:	Arts, Culture and Heritage Officer
Reports to:	Manager Customer Experience
Classification:	Grade 6 Band 3 Level 2 Local Government (State) Award 2020
Term of Employment:	Part time
Number of direct reports:	2
Other Staff reports:	Nil
Location:	This is an Armidale Regional Council role supporting both Armidale & Guyra offices, normally based at Armidale Folk Museum?.
Operational Expenditure:	\$150,000
Capital Expenditure:	Nil
Delegations	In accordance with Council's Delegations Register.

Organisational Context

Armidale Regional Council is located in the beautiful New England Region of New South Wales (NSW) and covers an area of 8,630 square kilometres. With an approximate resident population of 29,900, the region is home to many major industries including education services, technology services, agriculture, superfine wool production, beef and lamb production, vineyards and greenhouse horticulture – industries that will underpin sustained growth in the future.

Council delivers and provides a range of community and infrastructure assets include parks and reserves, libraries, swimming pools, roads, economic development, pre-schools, waste facilities and water and sewer infrastructure.

We strive for a flexible, adaptable, innovative and high-performance culture that celebrates the contribution of every employee, allowing them to build better careers as they help us deliver community services to meet, and exceed, the community's expectations.

Service Description

Operating within the Customer Experience area of Council, this broad and diverse portfolio is seen as a credible and effective partner in the provision of customer services in the Armidale Regional Council area. The group delivers customer services to support the region's community at our Museums, Libraries and Administration buildings in Armidale and Guyra.

Position Profile

The position is accountable for supporting arts and cultural initiatives and celebrating our rich regional history and heritage.

The role is also required to support the development, co-ordination and implementation of cultural heritage initiatives and integrating these as part of the visitor experience. This will be achieved through planning, networking with the arts, culture and heritage community to support and deliver programs of community interest. This also includes the management of Council's museums and repositories including the preservation, cataloguing and presentation of objects within Council's collection.

Key Position Accountabilities

This position is accountable for:

- Developing and administering strategy, action plans, policies and procedures that support the delivery and promotion of the community's art, culture and heritage.
- Managing processes that ensure adequate governance, preservation and promotion of the community's arts, culture and heritage.
- Monitoring and reporting of budgets and procurement in accordance with *Local Government Act 1993* and *Local Government Regulation 2021* and Council's Procurement Framework.
- Provision of advice and expertise to Council staff regarding the management of Council assets with cultural heritage values, and the management of cultural heritage generally.
- Implementing initiatives outlined in Council's Delivery and Operational Plans.
- Developing and maintaining relationships with relevant stakeholders.
- Administration of any Council Advisory Committees relating to Arts, Culture and Heritage..
- Assisting in the sourcing of opportunities for external funding to support the management of Council's arts, culture and heritage program.
- Management of Council's museums and repositories including the preservation, cataloguing and presentation of objects within Council's collection.
- Supervision and coordination of museum staff and volunteers.
- Assisting in the assessment of applications under Part 5 of the Environment Planning & Assessment Act 1979, as required.
- Undertaking other reasonable duties that are within the limits of the incumbent's skills, competence and training.

It is important to note that this document describes the main responsibilities of the position and is not designed to be prescriptive. The staff member can expect to undertake other duties in addition to those described in this document. All staff are expected to demonstrate behaviours that align with Armidale Regional Council core values, Code of Conduct and Equal Employment Opportunity principles.

Core Council Values

Council is committed to creating a workplace where staff hold the below values at the core of our behaviour and conduct.

Inclusion

- Having positive interactions with other staff and valuing all staff for who they are. Valuing diversity and allowing for real opportunities for all staff to have meaningful relationships.

Wellbeing

- What is ultimately good for staff, what is in the self-interest of staff to ensure they are comfortable, healthy and happy in the workplace.

Transparency

- Conducting your duties in a way that creates openness between managers and staff by sharing information freely in an effort to benefit Council, staff and the Community.

Commitment

- Taking ownership of your work and being an ambassador for Council through a willingness to get involved.

Core Council Accountabilities

Council has high expectations and expects that all employees must adhere to Council's current guiding behaviour standards and expectations:

Work Health and Safety



- Ensure that they fulfil their specific responsibilities, duties and due diligence requirements under the NSW Work, Health & Safety legislation and Council's relevant safe work instructions, policies and procedures.
- Ensure that Workplace Health and Safety is always at front of mind and a number one priority, working with care and consideration to safeguard the health and safety of all staff and members of the general public.
- Follow safe practices/procedures to perform your duties in a manner so as not to put yourself or others at risk of harm.
- Immediately report any hazards, incidents and accidents to the relevant supervisor and take appropriate action.
- Participate in a delivering a positive WHS culture, including having a proactive involvement in reviewing safe systems of work compliance and the implementation of continuous improvements in health and safety.

Community and Customer Focused



- Convey a professional image of Council at all times.
- Provide customer centred services in line with organisational objectives and agreed service standards which is focused in continuous improvement
- Deliver quality customer service and service delivery which exceeds Council and community expectations.

Code of Conduct and Equal Employment Opportunity



- Comply with all legislative requirements of the role.
- Store and maintain corporate records in Council's electronic document management system in accordance with relevant protocols, procedures and the State Records Act.
- Actively share information and knowledge on issues, training and practices to relevant staff.
- Identify and subsequently remove, mitigate against or minimise exposures to risk.
- Convey a professional and positive image of Armidale Regional Council and the local government sector at all times, including dressing appropriately for the role and wearing designated uniform if required.
- Support and promote a professional working environment free from discrimination, harassment and victimisation. It is the responsibility of all employees to ensure that proper standards of conduct are upheld in the workplace.

Performance



- Productively and cooperatively contribute to the outcomes of work teams.
- Attend and positively contribute to team meetings.
- Take responsibility for and manage own work and contribute to a productive team and work environment.
- Work cooperatively and proactively to achieve the objectives of Services Plans and the priorities identified in the Community Strategic Plan.
- Regularly review and appraise own performance against required levels.

Selection Criteria

Essential

- Formal qualifications in a relevant discipline and/or significant proven experience in arts, culture or heritage program planning and management.
- Demonstrated experience in the development of strategies, plans and enabling support of effective cultural and heritage management.
- Experience in collection management and preservation, including administering collection management systems
- Demonstrated consultation and communication skills (written and verbal).
- Demonstrated ability to think creatively and strategically relative to the resolution of complex challenges.
- Demonstrated project management and work planning skills.
- Well-developed computer skills including being proficient in the Microsoft Office product suit; Word, Excel, Outlook.
- Current Class C (Car) Australian Drivers licence.

Desirable

- Previous experience in a similar role.
- Experience in grant writing and grant funding management
- Current Working with Children Check

Authorisation

Prepared by:	People & Culture
Approved by CEO (or delegate):	Chief Officer Corporate & Community
Date Approved/Updated:	25.09.2022
Version No:	1

Employee Acknowledgement

Signed by:	
Print Name:	
Date:	