



Position Description

POSITION	Manager Arts and Cultural Development
SECTION	Arts and Cultural Development
DEPARTMENT	City Living
POSITION NO.	BCC23
POSITION TYPE	Full-time
REPORTS TO	Director City Living
DIRECT REPORTS	Yes
POSITION GRADE	Manager's Performance Based Placement
APPROVAL LIMIT	\$0
AUTHORISING LIMIT	\$100,000
DATE	April 2019

POSITION PURPOSE

- To manage the section so as to meet the objectives of the Council and in accordance with Council's Community Strategic Plan, Delivery Program, Operational Plan and Long Term Financial Plan, Policies, Resolutions, Operating Plans and Budget.
- Act in accordance with the New South Wales *Work Health Safety Act 2011*, *Work Health and Safety Regulation 2017* and the Work Health and Safety (WHS) Management System.

QUALIFICATIONS & EXPERIENCE

Essential:

- Relevant Tertiary qualifications and/or extensive experience in an associated area
- The ability to develop and implement a vision for the pro-active and positive development of Council's Arts and Cultural Development section
- Exceptional inter-personal and staff management skills
- Current driver's licence.

AUTHORITY

The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities. The incumbent's authority is subject to any

limitation imposed by the Management Team, Corporate Policies, Procedures and Work Instructions.

KEY ACCOUNTABILITIES

Workplace Health and Safety:

- Implement, monitor and, or comply with councils WHS Management System, including but not limited to WHS Policies, Standard Operating Procedures, Risk Assessments/Work Instructions and associated system tools in their relevant work area
- Adequately familiarise themselves with their WHS responsibilities and actively fulfil these as indicated in the WHS Responsibilities guideline WHS001
- If this role is identified as a position with 'Chain of Responsibility' requirements, as defined by the *Heavy Vehicle National Law (HVNL) and Regulations*, you will, as far as reasonably practicable, ensure the safety of the vehicles transport activities. This is not limited to preventing breaches of mass, dimension, load, speed and fatigue laws and regulations
- WHS001- Matrix is attached.

Corporate Responsibility:

- To commit to and embrace the objectives of "Our Blacktown 2036 Our Vision, Our Plan", including facilitating relationships with internal and external partners to deliver upon objectives as directed
- Ensure compliance with Council's Code of Conduct
- Compliance with statutory and legal requirements including policy issues on Equal Opportunity Employment and WHS
- Maintain assets under position's control
- Develop and maintain appropriate standards in service delivery and policy development
- Promote and maintain a positive corporate image of Council
- Provide a positive contribution towards achieving the Council's goals.

Equal Employment Opportunity (EEO):

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

Environmental Sustainability:

- Act in accordance with the Protection of the *Environment Operations Act 1997*, the *New South Wales Local Government Act 1993* and seek to conserve and enhance our local environment, in consideration of Council's

environmental sustainability policy through our work practices, programs and services.

Planning:

- Provide input into the development of Council's suite of Integrated Planning and Reporting (IP&R) documents
- Develop, implement, monitor and review annual plans (complementary to Council's IP&R documents) for the Arts and Cultural Development section
- Prepare annual operating plans and budgets for the section.

Operational:

- Supervision and general control of the functions of Council's Arts and Cultural Development section
- Ensure the effective and efficient operation of:
 - The Leo Kelly Blacktown Arts Centre and the Blacktown Arts program;
 - Cultural plan implementation, monitoring and review;
 - Public art policy development and implementation; and
 - Community arts/cultural development.
- Provide strategic advice to the Director/Chief Executive Officer and Council on issues that may impact on the organisation
- Ensure the effectiveness of Council's policies as they relate to Arts and Cultural Development
- Provide for the provision of information, advice and promotion of Arts and Cultural Development issues
- Initiate and develop systems which will enhance the quality and timeliness of Arts and Cultural Development
- Preparation and ongoing monitor of budget, as approved
- Review, recommend and update the sections policies on a regular basis
- Ensure a positive image is provided by all staff members of the Arts and Cultural Development section, to both internal and external customers
- Ensure annual business plans for the section are produced and performance measured
- Ensure appropriate delegations are in place
- Adhere to legal requirements and maintain the highest ethical standards
- Manage the sections budget effectively
- Provide all necessary documentation in a timely manner to ensure preparation of Council's annual budget

- Liaise with other departments to develop and maintain new or replacement plant programs and that all approved purchases are carried out in accordance with budgetary provisions
- Represent Council on relevant committees/boards and in so doing, present a positive image of Council
- Provide advice to the Director on issues that may impact upon Council/Chief Executive Officer
- In terms of media relations, provide relevant authorised officers of Council with accurate and timely information
- Ensure Director is kept informed of short, medium and long term strategies for the provision of future Arts and Cultural Development and commercial options available to Council
- Ensure all stakeholders in Council's Arts and Cultural Development section are aware of relevant policies
- Maintain a cooperative focus with other staff and provide valuable contribution to Council's objectives
- Implementation of programs and monitor on a regular basis for performance
- Provide for proper management of Council's Risk Management Program within the section.

Management Control:

- Maintain a monitoring system on the performance of the section to ensure it meets the requirements of the operating plan and budget allocation
- Maintain and enhance internal controls, policies and procedures to ensure legislative and organisational compliance
- Review appropriate Council policy issues to ensure compliance.

Quality Service Provision:

- Ensure quality of service provision is maintained in accordance with strategies developed relevant to the position
- Responsible for development and maintenance of strategies to provide an efficient service to customers both internal and external
- Ensure staff are suitably trained and informed in the service provision policy for the section
- Ensure effectiveness of customer service quality is maintained.

Human Resources Management:

- Establish a training and development plan for staff with an emphasis on succession planning

- Regularly appraise employees performance and provide constructive feedback and ensure ongoing development in accordance with Council's review system
- Ensure decision making is in accordance with Council's delegated authority
- Create an operational environment that is responsive to changing organisational demands while ensuring compliance with Council's values and policies
- Build and sustain a culture within the section that enables effective teamwork, on-going innovation and productivity improvement
- Maintain effective industrial relations outcomes.

Reporting and Advising:

- Regular reporting to the Director on the overall performance of the position and section
- Report to the Director as soon as practicable on significant variations that have or may occur to the suite of Integrated Planning and Reporting documents, Operations, Budget Plans and Policies
- Communicate to the Director/Chief Executive Officer of emerging or current issues that may impact on the Council and recommend ways in which Council might corporately respond to these issues
- Provide timely and professional advice to the Director/Chief Executive Officer and other appropriate parties or organisations.

PERFORMANCE CRITERIA

- As per Council's Managerial Staff Agreement.

Employee Name (PRINT):

Employee Sighted and Agreed:

Date:

Supervisor Name (PRINT):

Authorised by Supervisor:

Date: