

Position description

First Nations Creative Producer

Summary information

Section	Arts and Cultural Development	Directorate	City Living
Position grade	Band 3 Level 1 Grade 13	Position type	Permanent, full-time
Reports to	Coordinator Programming	Direct reports	No
Approval limit	\$0	Release limit	\$0
Created/reviewed	April 2023	BCC number(s)	BCC1064

Our Values

TEAMWORK



CUSTOMER FOCUSED



INNOVATION



COMMITMENT TO SAFETY



Our aspiration to be the best council in Australia is reflected in our workplace values of Teamwork, Customer Focused, Innovation and Commitment to Safety. These values define who we are, what we do and how we do it. They are the basis of our culture, and influence the way we work with each other - and the way we serve our community.

It is our responsibility to apply and conduct ourselves in alignment with our corporate values. Collectively we can create a value-based organisation.

Leadership is critical to all positions at Council.

Leaders are responsible for providing direction and positive feedback to achieve business, operational and overall team performance objectives. They are responsible for enabling the success of their teams, and for ensuring their team can achieve all performance metrics whilst keeping each individual team member accountable. Our leaders are required to lead by example and provide coaching and support to enable their teams success.

Individual team members should engage positively with their leader to set and achieve business and operational objectives. They are responsible for taking ownership of their performance metrics to ensure they can achieve all their objectives.

1 Position purpose

- Lead, manage, report and acquit multi art form projects as assigned by the Coordinator Programming
- Develop and implement arts and cultural programs and strategies in close consultation with First Nations artists and communities in Blacktown.
- Act in accordance with the NSW *Work Health Safety Act 2011*, Work Health Safety Regulation 2017 and the Work Health and Safety (WHS) System.

2 Qualifications and experience

Essential

- Aboriginality (In accordance with Section 14 of the Anti-Discrimination Act 1977, Aboriginality is a genuine occupational qualification for this position)

- Tertiary qualifications in a related field
- Suitable experience working with, along with knowledge and understanding of the issues affecting, First Nations artists and communities in Blacktown, and good understanding of local and state-wide services and resources available to support arts and cultural development in First Nations communities
- Demonstrated ability to develop and manage budgets
- Demonstrated commitment to excellent customer service
- Excellent negotiation, interpersonal, problem solving and communication skills
- Demonstrated computer literacy, especially in Microsoft Office suite
- Proven capacity to work in a high-pressure team environment with competing demands
- Working With Children Check.

Desirable

- Previous experience in an arts environment or demonstrable interest and or participation in the arts industry
- Outstanding written and oral communication skills, including the ability to write clear and concise written reports and correspondence
- Demonstrated knowledge of relevant local, state and federal funding bodies
- Current class C driver's licence.

3 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, organisational policies, procedures and work instructions.

4 Key accountabilities

Position specific

- Develop and implement arts and cultural programs, and strategies, in close consultation with First Nations artists and communities in Blacktown
- Support and encourage artistic and cultural practice in First Nations communities and develop opportunities for local artists
- Maintain effective customer relationships with stakeholders, artists, suppliers and partners to ensure opportunities for the promotion of Blacktown Arts programs
- Provide specialist advice and expertise on First Nations arts and cultural development, working with the programming team to ensure First Nations content in programming and improving access to Blacktown Arts programs, venues and other resources for relevant artists and communities
- Other duties from time to time as requested by the Coordinator Programming
- If this role is identified as a position which undertakes coordination of volunteer programs as well as the supervision of volunteers when they are on site (not including work experience placements) you will be required to:
 - familiarise yourself with our Volunteers policy and standard
 - implement the policy and follow this Managing Volunteers standard in a consistent and fair manner

- undertake training needed to effectively coordinate volunteers
- allocate sufficient time to volunteer coordination.

Work health and safety (WHS)

- Implement, monitor and, or comply with Council's WHS system, including but not limited to work health and safety policies, standard operating procedures, risk assessments/work instructions and associated system tools in their relevant work area.
- Adequately familiarise yourself with your work health and safety responsibilities and actively fulfill 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* 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.
- If this role is identified as a position which undertakes child-related work, as defined by the *Child Protection (Working With Children) Act 2012*, the Child Protection (Working With Children) Regulation 2013 and the Office of the Children's Guardian, you will be required to maintain a current and valid Working with Children Check number, renewable every 5 years. In the event that there is any change to your Working with Children certificate clearance, you are obliged to report this to your manager immediately.
- WHS001 - Matrix is attached.

Corporate

- To commit to and embrace the objectives of our community strategic plan, Our Blacktown 2041, by contributing to the delivery of our corporate objectives and strategic vision.

Equal employment opportunity (EEO)

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

Environmental sustainability

- Act in line with the NSW *Protection of the Environment Operations Act 1997*, the NSW *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.

5 Duties

- Develop and implement arts and cultural programs, and strategies, in close consultation with First Nations artists and communities in Blacktown in collaboration with the Coordinator Programming.
- Research and identify the arts and cultural development needs of First Nations communities in Blacktown, consulting closely with relevant artists and communities.
- Ensure that best practice community engagement is integrated into all programs as delivered by the Arts and Cultural Development section.
- Develop and maintain a high level of awareness of the issues affecting First Nations communities and artists in Blacktown.
- Consult and collaborate with Council's Strategic Aboriginal Programs Lead, Aboriginal Community Development Officer, Aboriginal Advisory Committee and the Darug Round Table to develop strategies for arts and cultural development in Blacktown.
- Consult and collaborate with team of Solid Ground – a shared initiative of Blacktown Arts and Carriageworks.

- Work with the Arts and Cultural Development staff to improve the accessibility of Blacktown Arts programs, venues and other resources to First Nations artists and communities.
- Develop, support and encourage artistic and cultural practice and develop opportunities for professional arts practice for First Nations artists in Blacktown.
- Provide specialist advice and expertise on First Nations arts and cultural development and related matters to Council and Council staff.
- Author and contribute to submissions and advocate for funding.
- Coordinate budget preparation and control of expenditure for relevant projects.
- Contribute to strategic planning as necessary.
- Maintain professional networks within the sector nationally and within Blacktown and western Sydney.
- Develop contracts for artists in accordance with Industry and Australian standards.
- Supervision of contractors, artists / arts workers and other consultants.
- Volunteer management duties if applicable.
- Other duties as directed consistent with the operations of Council.

6 Performance criteria

As per Council's performance management system.

Leadership is critical to all positions at Council.

Leaders are responsible for providing direction and positive feedback to achieve business and operational objectives. They are responsible for enabling the success of their teams, and for ensuring they can achieve all performance metrics whilst keeping each individual accountable.

Individual team members should engage positively with their leader to set and achieve business and operational objectives. They are responsible for taking ownership of their performance metrics to ensure they can achieve all their objectives

Acknowledgement and agreement

Employee	Name		
	Signature		Date
Supervisor	Name		
	Signature		Date