

POSITION DESCRIPTION

Bundaberg Regional Council has a vision 'To Build Australia's best Regional Community'. This position description outlines the values that underpin this vision and an overview of the general duties and responsibilities required in this role.

Overview

Position Title:	Community Arts Development Officer (Temporary Contract)	Industrial Instrument:	Bundaberg Regional Council Certified Agreement plus Queensland Local Government Industry Stream A Award
Position Number:	Position Number	Classification Level:	4
Employment Location:	Bundaberg Service Centre	Position Status:	Fixed-Term
Department:	Community and Environment	Document Last Reviewed:	18/06/2019
Branch:	Arts & Cultural Services		
Accountable To:	Manager, Arts & Cultural Services Curator		
Aim of Position:	To strengthen and engage community access to and participation in Arts and Cultural activities, including providing support and advice to the arts community, delivering community projects (including the production of the Milbi Festival) and operating the Regional Arts Development Fund.		

Council Values

Bundaberg Regional Council's culture is driven by the following values:



Key Responsibilities

- Support the development of opportunities to create participatory engagement activities for the community with a focus on access and diversity.
- Support the Arts & Cultural Services team by actively seeking external funding opportunities for programmed events and future opportunities.
- Develop and maintain the Community Arts Database in collaboration with marketing staff.
- Assist with exhibition installation and event production across galleries and theatre as required and contribute to strategic planning initiatives and programming.
- Develop and maintain a creative network, both within and external to the Bundaberg Regional Council area, including arts and cultural organisations, arts groups and key individuals, to enhance and promote arts and cultural activities and collaborative projects.

Incumbents Initials

- Deliver key projects as part of the Milbi Festival under direction.
- Facilitate the implementation of the Regional Arts Development Fund including responsibility for grant applications, reporting and record keeping as well as support and development of artists through the fund.
- Provide reports and correspondence as required.
- It is expected that the incumbent undertake other reasonable duties and tasks requested by Management within the incumbents capabilities, including additional duties as required during periods of absence of other staff.

Position Requirements - Qualifications and Experience:

Mandatory:

- Tertiary qualifications or at least 5 years' experience in at least one area of the creative arts or cultural services required (eg. Visual Arts/Community, Arts/Performance/New, Media/Music).
- Demonstrated ability to develop, produce manage and evaluate community arts projects.
- Demonstrated ability to work with arts and community organisations and volunteers.
- Demonstrated ability to use computer applications and technology, specifically word processing, spreadsheets, databases, email, social media and internet.
- Demonstrated ability to work independently or in a team in a professional and positive manner.
- Demonstrated ability to prioritise tasks, meet deadlines and workflows.
- Knowledge of the arts funding environment.
- Excellent interpersonal skills with a demonstrated ability to communicate effectively and present a customer focussed approach to people at all levels within the public and private sectors.
- Willingness to work in several locations across the Bundaberg Regional Council region as required.
- Provision of a satisfactory Criminal History Check – Police Certificate (Australia wide – name only)

Desired:

- An active and demonstrable interest in and commitment to the arts.

Organisational Capabilities – Individual Employees (Leading Self):

The capabilities for all roles are obtained from the Capability Framework which describes key behaviours required at all levels and roles across Council. There are four mandatory capabilities that are required in all roles – building relationships, customer focus, safety and professionalism and job requirements.

Capability	Descriptors
Building relationships (mandatory)	Engage people to build positive relationships: <ol style="list-style-type: none"> 1. Puts themselves in other people's shoes to accept and value different thinking 2. Uses sound communication skills of active listening, paraphrasing to check for understanding, and appropriate language depending on the audience 3. Quickly assesses the emotions of colleagues around them and then adapts words, tone and gestures accordingly
Customer focus (mandatory)	Focuses on customers: <ol style="list-style-type: none"> 1. Actively works to understand customers and stakeholders

Incumbents Initials

	<ol style="list-style-type: none"> Engages customers in a friendly and appropriate manner Shows respect for customers and stakeholders
Safety and professionalism (mandatory)	<p>Models safe, professional and ethical behaviour:</p> <ol style="list-style-type: none"> Identifies safety issues and problems, takes and monitors corrective action Is consistent in word and actions Is viewed as trustworthy, honourable and truthful, and respectful of the view of others Able to understand, monitor and channel their own emotions in a positive way whilst staying true to self
Job requirements (mandatory)	<p>Applies knowledge and skill:</p> <ol style="list-style-type: none"> Able to evidence knowledge appropriate for their role Demonstrates strong skills in their functional area Committed to maintaining a high standard of practice in their role
Cross-organisational thinking	<p>Understands how their work makes a difference to Council:</p> <ol style="list-style-type: none"> Can describe the vision and purpose for their direct area Able to describe how their work contributes to organisational objectives Considers wider organisational objectives when making decisions and performing their work
Leading people	<p>Supporting others:</p> <ol style="list-style-type: none"> Provides considered and supportive feedback to other team members and colleagues
Developing people with a one team focus	<p>Supports others' capability development:</p> <ol style="list-style-type: none"> Readily shares their knowledge and experience Acts as a coach, mentor, role model and sounding board for others
Driving people's performance	<p>Focuses on performance:</p> <ol style="list-style-type: none"> Seeks to understand tasks, asks questions and knows what is expected of them Approaches challenging work situations with positive energy Sets priorities and organises self to meet work deadlines Reports progress and any potential delays of issues which may impact on others
Managing stakeholders	<p>Manages internal and external relationships:</p> <ol style="list-style-type: none"> Written and verbal communication is clear and concise Listens to other actively and attentively Demonstrates a friendly and engaging interpersonal style Builds networks with peers Works collaboratively with others
Decision making	<p>Makes sound decisions:</p> <ol style="list-style-type: none"> Demonstrates ability to research, understand and analyze information relevant to work tasks Shows judgement in decision making
Making improvements	<p>Open to making improvements:</p> <ol style="list-style-type: none"> Shows a willingness to try new ways of working Generates and shares new ideas and suggestions for improvement
Progressing change	<p>Responds flexibly to changes:</p> <ol style="list-style-type: none"> Works to embrace and assist change Helps to engage others in the change process Shows resilience in times of uncertainty

Incumbents Initials

Organisational Accountabilities:

The organisational accountabilities are the expected standards of performance all roles and levels in Council

Accountability	Action
1. Workplace Health and Safety	<ul style="list-style-type: none"> Actively participate and promote a health and safety culture that believes all incidents are avoidable and strives to create an environment free from injury or illness, and operate in accordance with Council's Health and Safety Duty Statement and associated safety policies/procedures.
2. Culture	<ul style="list-style-type: none"> Drive a positive and proactive customer service culture and demonstrate an active commitment to the culture, vision and values of Council. Comply with Council's Code of Conduct and all Council policies and procedures at all times.
3. Information Services and Technology	<ul style="list-style-type: none"> Protect and manage Council's information assets in accordance with legislative, Policy and process requirements. Use Council's technology appropriately and with respect.
4. Disaster Management	<ul style="list-style-type: none"> Assist, support and participate in Council's response to a disaster event, including any exercises and/or any event where the Business Continuity Plan is activated.
5. Customer Service	<ul style="list-style-type: none"> Demonstrate a comprehensive understanding of the customers of Council, creating a culture of customer service excellence.
6. Financial Accountability and Governance	<ul style="list-style-type: none"> Models compliance with Council's procurement Policy. Delegations may be applicable to this position and are detailed in the Delegations Corporate Register. Legislative Sub-Delegations and authorisations may also be applicable.
7. Corporate record keeping	<ul style="list-style-type: none"> Ensure that full and accurate records are made for all business transactions conducted on behalf of Council and that all records are appropriately retained in accordance with Council's recordkeeping requirements.

Incumbents Initials

Immunisation Requirements

It is a condition of employment for this role for the employee to be, and remain, vaccinated against the following vaccine preventable diseases during their employment:

Vaccination Name	Requirement
Tetanus	<ul style="list-style-type: none">Staff in job roles which have regular contact with manured soil, work outdoors or work with wood.
Twinrix (Hepatitis A and B)	<ul style="list-style-type: none">For staff who are at risk of a needle-stick injury, have regular contact with human tissue, blood or body fluids and / or for staff who work with high risk communities including but not limited to child care, carers of people with disabilities, healthcare workers, plumbers or sewage workers.

Acknowledgment

I hereby agree to abide by Council values, policies and the Local Government Act and that this position description clearly outlines the overall responsibilities, physical requirements (through the relevant Job Dictionary) and duties that are to be carried out as part of this role of which I agree to perform at the best of my abilities. I also understand that the position requirements represent the minimum requirements to perform the duties at the current level.

Signature of Employee	
Print Name	
Date	/ /

Incumbents Initials