

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:	Cultural Development Officer
Position Number:	New
Employment Location:	Bundaberg Service Centre
Department:	Community and Environment
Branch:	Arts & Cultural Services
Industrial Instrument:	Bundaberg Regional Council Certified Agreement plus Queensland Local Government Industry Stream A Award
Classification Level:	5
Position Status:	Full-time
Accountable To:	Manager, Arts & Cultural Services
Aim of Position:	The role is a key advisor engaging with internal and external stakeholders to bring about greater acknowledgment and support of Traditional Owners and First Nations communities and cultures in the region. The position will work collaboratively between Council and the community to achieve the objectives of the Corporate Plan, Indigenous Land Use Agreement (ILUA), the Arts & Culture Strategy and other Council strategies and plans.
Document Last Reviewed:	8/07/2019

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Council Values

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

 Communication & leadership Inspire and actively support the Council, our colleagues and our community to excel.	 Sustainability Engage with stakeholders in making decisions that will protect and enhance our community's future.
 Respect Act ethically, honestly, respectfully in building complete trust and confidence.	 Customer focus Foster a 'can do' attitude committed to meeting the needs of all customers.
 Teamwork Connect passion with purpose in working as one team with one vision.	 Innovation Embracing new ideas and new technologies to continually adapt and improve.
 Safety and wellbeing Ensure safety and wellbeing for everyone through safe work practices, vigilance and awareness.	

Key Responsibilities

The role has broad responsibilities internally and externally.

- Internally, the position will work across departments to deliver on Council's obligations from the ILUA and to develop internal policies, procedures and protocols with regards to Council's interaction with Traditional Owners and First Nations communities to ensure that community expectations are met.
- The position will advise and assist on the delivery of relevant actions within Council's Arts & Culture Strategy and will work closely with facilities and program staff to support these actions.
- Externally, the position will be responsible for ensuring Council's adherence to Native Title and Aboriginal Cultural Heritage compliance by working across Council departments as a facilitator – connecting internal Council staff with external local Traditional Owners and Elders – as well as leading an annual program of arts and cultural activities with, by and for Traditional Owner and First Nations language groups of the region.
- These tasks will be developed through the support of the Manager, Arts & Cultural Services in cooperation with an advisory group which will be established to support the position.

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Position Requirements

Qualifications and Experience:

Mandatory:

- Strong connections with, and knowledge of, Traditional Owner and First Nations communities and groups
- Demonstrated experience working in a community facilitation or development role in First Nations, arts or community development areas
- Ability to work flexible hours including some evenings, weekends and public holidays
- Exceptional communication and interpersonal skills and a high level of organisational skills
- Knowledge in the use of MS Word, MS Excel and MS Outlook
- Current Working with Children Blue Card
- Current C Class Drivers' License

Desired:

- Preferred qualification in the arts and/or cultural heritage
- Knowledge of the Bundaberg Region
- Demonstrated interest in arts and cultural activities

Organisational Capabilities:

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.

Building relationships (mandatory)	Building relationships with teams and stakeholders: <ol style="list-style-type: none"> 1. Inspires and connects with the values, beliefs and interests of others 2. Effectively manages consultative processes in a group or forum 3. Fosters teamwork and rewards cooperative and collaborative behaviour, while resolving conflict using appropriate and respectful strategies 4. Recognises the positive benefits of diversity and capitalizes on these for the benefit of the organisation
Customer focus (mandatory)	Understands customer perspectives and works across boundaries: <ol style="list-style-type: none"> 1. Actively works to understand customers and stakeholders 2. Encourages a strong customer focus and builds understanding of customer perspectives within their team 3. Shows respect for customers and stakeholders
Safety and professionalism (mandatory)	Champions and models safe, professional and ethical behaviour: <ol style="list-style-type: none"> 1. Manages safety issues and problems, resolves corrective actions and monitors to ensure compliance 2. Models ethical behaviour and consistently applies those ethical standards to self and others 3. Is consistent in words and actions 4. Is viewed as trustworthy, honourable and truthful, and respectful of the views of others

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	5. Able to understand, monitor and channel their own emotions in a positive way whilst staying true to self
Job requirements (mandatory)	Applies business management skill: 1. Applies sound business management skills in corporate governance areas, such as financial, contract and project management
Cross-organisational thinking	Understands how their team's work aligns to Council's objectives: 1. Conveys the vision for their area in a compelling way 2. Able to describe their work, and the work of their team, contributes to organisational objectives 3. Considers wider organisational objectives when making decisions and performing work
Leading people	Inspires individual and team commitment to achieve results: 1. Motivates individuals and creates a climate in which people want to do their best 2. Regularly reviews performance and holds timely and frank discussions with all team members 3. Provides regular feedback and recognises team member contributions 4. Gives people the balance of autonomy and support they need to achieve outcomes 5. Builds a cohesive and supportive team environment
Developing people with a one team focus	Builds team capability: 1. Takes responsibility for team development 2. Uses development plans to address skills/knowledge gaps or to strengthen current capability 3. Identifies a broad range of development opportunities for team members 4. Develops staff for high performance through providing appropriate guidance and supporting them to resolve their own issues
Driving people's performance	Manages team performance: 1. Breaks down projects into objectives and goals, and accurately scopes out length and difficulty of tasks 2. Organises the team to deliver the required program of work 3. Provides clear and accurate reporting of progress and performance
Managing stakeholders	Manages internal and external relationships: 1. Written and verbal communication is clear and concise 2. Models open communication by actively and attentively listening to others 3. Seeks to understand the audience and adapt accordingly 4. Builds networks with peers and work collaboratively with others 5. Reads situations quickly and sees conflicts as opportunities 6. Can settle disputes equitably by finding common ground and gaining cooperation
Decision making	Displays rigour in advice: 1. Provides advice that is rigorously considered and supporting by a clear rationale 2. Looks beyond the obvious and persist with analysis and solutions 3. Makes timely decisions
Making improvements	Drives continuous improvement: 1. Encourages creativity and innovation 2. Identifies and implements improved ways of doing things
Progressing change	Champions and implements change: 1. Communicates the positive side of change for the team and organisation 2. Assists the team to adapt to a changing environment 3. Influences others

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Organisational Accountabilities:

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

Accountability	Action
1. Workplace Health and Safety	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 of appropriately retained in accordance with Council's recordkeeping requirements.

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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
Fluvax	All staff are eligible, this is an optional general flu vaccination.
Tetanus	Staff in job roles which have regular contact with manured soil, work outdoors or work with wood.
Twinrix (Hepatitis A and B)	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 in at risk areas or come into contact with at risk clientele.

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 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.

I also understand that the relevant job dictionary if applicable stipulates the minimum physical requirements of this position.

Signature of Employee	
Print Name	
Date	/ /

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