



Position Description

Position Summary

Position Title:	Strategic Partnership Officer - Gallery
Position Status:	Temporary, part-time (14 hours per week)
Reports to:	Gallery Coordinator
Location:	Northern Rivers Community Gallery 44-46 Cherry Street, Ballina
Applicable Grade:	Grade 10
Additional:	Normal work days are Thursday and Friday Temporary fixed-term period of 50 weeks

Position Objective

- To provide general oversight of the Gallery's fund development activities, including management of the day-to-day operations of the development function and securing financial partnership support.
- To establish performance measures, monitor results and evaluate the effectiveness of the organisation's fund development program, in consultation with the Gallery Coordinator, in charting the organisation's course in fund development.
- To review, revise and recommend amendments to the Gallery Strategic Plan.
- To provide a high level of administration and customer service to the Gallery's internal and external customers.

Organisational Relationships

Within Department:	Group Manager Strategic and Community Facilities Manager Community Facilities Gallery Coordinator Gallery Services Officer Gallery Public Programs Support Officer Gallery volunteers Strategic and Community Facilities staff	
Within Council:	General Manager Councillors	All Council employees
External to Council:	Members of the public Arts Northern Rivers Media Artists	Local businesses Government and professional networks Art and community organisations

Key Duties and Responsibilities

Key duties of the position include, but are not limited to, the following:

Administration

- Maintain accountability and compliance standards for donors, funding and partnership sources.
- Devise and manage funding project schedules/timelines/task registers.
- Ensure appropriate monitoring and evaluation of funding projects and programs is carried out in line with reporting and statistical requirements, and that all projects are appropriately documented.
- Collate and accurately record strategic development information as directed by Gallery Coordinator especially for statistical data collection and grant reporting.
- Ensure establishment of and compliance with the organisation's own fund development and philanthropic principles, policies and procedures.

Stakeholder Engagement

- Influence and manage strategic partnerships and contributes to seeking new, and renewing existing, relationships.
- Attend to telephone and email enquiries from stakeholders in a prompt and courteous manner.
- Provide professional and timely advice to management, staff and the public on Gallery strategic partnership matters.

Written Communication

- Research, write and edit material from internal and external stakeholders in relation to strategic plan and funding development initiatives including but not limited to corporate and government proposals and solicitation materials.
- Research, revise and recommend amendments to the Gallery Strategic Plan.
- Develop written strategic development content for a variety of platforms (e.g. website, media release, promotions, marketing, social media).

Marketing

- Design and develop strategic development documentation to support fundraising and strategic opportunities initiatives.
- Manage strategic development content for web and social media.

Data Collection and Reporting

- Collate Gallery strategic development program data and statistics and provide accurate reports to the Coordinator.
- Ensure information is updated and maintained in Council's electronic document management system in accordance with Council's policies and procedures.
- Ensure close observance of the Gallery's naming convention and document archival procedures.
- Design and maintain donor and prospect records, gift management systems, and informational reports.

Partnership Development

- Identify and source funding partnership opportunities.
- Assure proper planning including goal setting, strategy identification, benchmarking and evaluation to support fund development.
- Ensure that philanthropy and fund development are carried out in keeping with organisation's values, mission, vision and plans.
- Design and assure implementation of cost-effective fund development programs, employing

- economy while maintaining an acceptable level of quality and solid return on investment.
- Assure sound fiscal operation of development function including timely, accurate and comprehensive development of charitable contributions income and expense budgets, reporting, monitoring and implementation.
 - Combine development resources in such a way as to maximise quantity and quality to obtain a set of results.
 - Undertake market testing to reduce risk and assure success.
 - Ensure compliance with all relevant regulations and laws, maintains accountability standards to donors and ensures compliance with code of ethical principles and standards of professional conduct for fundraising activities.
 - Appropriately represents the organisation to donors, prospects, regulators, development committee(s), stakeholders and program partners.
 - With the Gallery Coordinator, establish performance measures, monitors results and evaluate the effectiveness of the organisation's strategic development program.

Work Health and Safety

- Ensure all work is carried out in accordance with Council's safe work procedures and WHS policies.

Teamwork

- Participate as a positive team member and contribute to achieving team goals and objectives.

Continual Improvement

- Contribute to process, systems and procedures improvements to improve efficiencies in relation to public programs.

Key Outcomes and Performance Standards

The below key outcomes and performance standards are required by all staff. They are to be demonstrated each and every year to enable eligibility for assessment of pay progression.

The performance standards must occur within the context of Council's community and work environment, including day to day operations, policies and procedures.

Key Outcome	Performance Standard
<i>Follow defined WHS procedures</i>	<ul style="list-style-type: none"> • Workplace procedures and instructions for controlling risks are followed accurately. • Hazards in the work area are recognised and reported to the immediate supervisor. • Reports on accidents and incidents are provided to the immediate supervisor in accordance with Council requirements. • Assist others in the work team with implementing risk management policies and procedures.
<i>Provide service to customers</i>	<ul style="list-style-type: none"> • Handles requests for action or information using Council's protocol and procedures. • Responds accurately to verbal enquiries from the community about specific work area and functions. • Carries out all processes within the agreed Council timeframes.
<i>Work effectively within and for Ballina Shire Council</i>	<ul style="list-style-type: none"> • Duties are performed in accordance with Council administrative and human resources policies such as timekeeping, records management, WHS and EEO. • Own work is monitored and improved, according to requirements for job quality, customer service. • Requests for assistance from other staff or the public are responded to promptly and appropriately. • Effectively contribute to change processes and other ideas in a constructive and productive way.
<i>Work with others in Council</i>	<ul style="list-style-type: none"> • Duties are undertaken in a manner that promotes cooperation and good relationships within Council. • Work information is shared with co-workers to ensure designated work goals are met. • Communication with others is conducted in a clear and concise manner and focused on the best way to achieve work objectives. • The principles and intent of Equal Employment Opportunity (EEO) are observed and implemented.
<i>Communicate effectively in the workplace</i>	<ul style="list-style-type: none"> • Participation with work group and other teams is supportive, efficient and effective, with the primary goal of helping achieve Council's objectives. • Participation in work meetings is consistent with purpose of meeting and meeting conventions understood and observed. • Information, instructions and decisions are understood and adhered to. • Provide concise, relevant work information in response to supervisor requests within designated timeframes.
<i>Follow defined ethical guidelines from Council, including its Code of Conduct</i>	<ul style="list-style-type: none"> • Understanding and day to day implementation of Council's Code of Conduct and Public Interest Disclosures Act. • Any potential conflicts of interest are reported immediately to the relevant Council officer. • Support is given to other staff who may wish to report any potential conflicts of interest.

Selection Criteria

The following essential and desirable criteria must be addressed as part of your application. Applications that do not address these criteria will not be considered.

Essential

Applicants must meet the following criteria:

- Behaviour that positively demonstrates Council's values of: creative, accessible, respect, energetic and safe.
- Certificate IV in business, administration, marketing or equivalent.
- Demonstrated experience in seeking and securing financial support from individuals, corporate partnership, trusts, foundations and government agencies.
- Demonstrated knowledge and understanding of the arts/culture sector, and its capacity for cultural and social impacts.
- Demonstrated effective planning, organisational and time management skills, with the ability to prioritise tasks to meet required timeframes and outcomes.
- Proven outstanding written, verbal and interpersonal communication skills with the capacity to build strong relationships and demonstrated commitment to stakeholder management.
- Proven highly developed research and analysis skills with an attention to detail.
- Current driver's licence.
- Knowledge and understanding of the principles and practices of equal employment opportunity and work health and safety and ability to apply them in the workplace.

Desirable

The following criteria are considered important and demonstrated capacity to satisfy them will be highly regarded:

- Understanding of local government practices.
- Sound understanding of conflict resolution methods.

Information Package

Strategic Partnership Officer - Gallery (fixed-term, part-time – 14 hours per week)

APPLICATIONS CLOSE: Friday, 19 October 2018

Position Overview

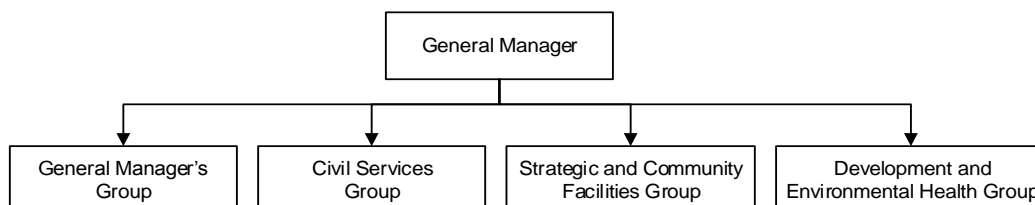
Reporting to the Gallery Coordinator, this position is responsible for overseeing the fund development activities of the Northern Rivers Community Gallery. The position will actively manage the day-to-day operations of the Gallery's fund development function and secure financial partnership support to support the Gallery's vision and growth.

A key focus of the role will be to review, revise and recommend updates to the Gallery Strategic Plan.

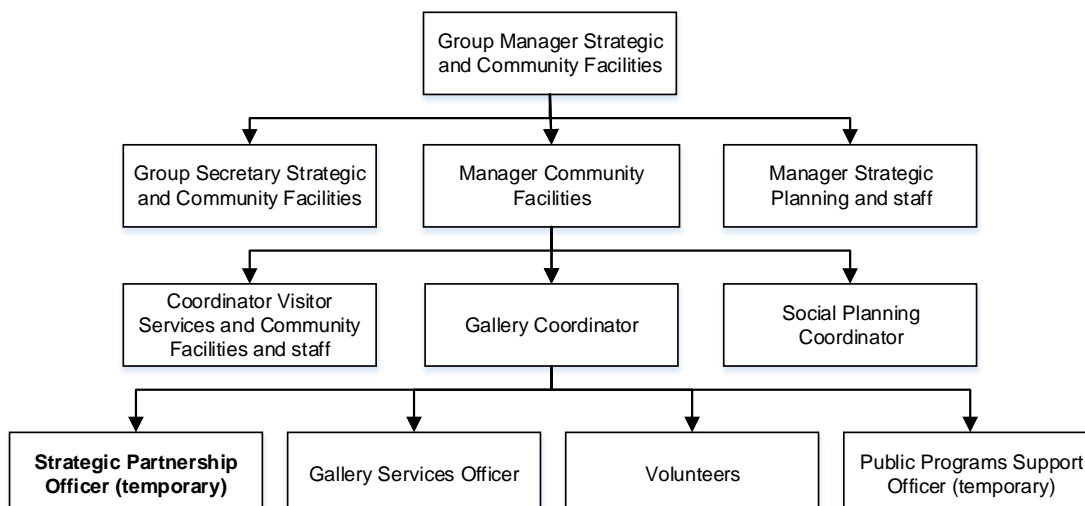
This grant funded position is for a temporary period of 50 weeks only.

Structure

Corporate Structure



Section Structure



Corporate Vision and Values

It is considered highly important that the vision and values of Council's employees align with that of Council. It is therefore paramount that the successful candidate for this position demonstrates qualities that will assist Council in achieving the following:

Vision: The Ballina Shire is safe, with a connected community, a healthy environment and a thriving economy.

Community Values: Creative | Accessible | Respect | Energetic | Safe

Pre-employment Assessments

Prior to being appointed to the position of Strategic Partnership Officer, short-listed candidates will need to successfully complete the following pre-employment assessments:

- Pre-Employment Medical self assessment – the completion of Council's Pre-employment Medical Self Assessment form to assess overall health and well-being to determine suitability to the duties of the position.
- Criminal History Check.

Hours of Work

Normal hours of work for this part-time position are 14 hours per week spread across two days, being Thursday and Friday.

Remuneration Package

Conditions of employment will be in accordance with the terms and conditions of the Local Government (State) Award 2017. The part-time position of Strategic Partnership Officer is assessed at Grade 10 under Council's salary structure, and provides an annual salary range of \$23,400 to \$26,900 per annum, dependent upon experience, skills and qualifications.

In addition, Council employees have access to a range of other benefits including educational assistance initiatives, a very attractive training support program and a subsidised non-compulsory uniform.

Application Requirements

Applicants must submit documentation addressing the selection criteria for the position. The essential and desirable criteria for the position of Strategic Partnership Officer are listed in the Position Description. Applications that do not address these criteria will not be considered. In addition, a resume with the following details needs to be provided:

- Relevant education and qualifications (interviewed candidates will need to produce original qualifications at time of interview)
- Relevant work experience
- Contact details of at least two professional referees, including your current employer.

Submission of Application

Applications can be submitted on line via the following link:

http://www.ballina.nsw.gov.au/cp_themes/default/jobs.asp

Recruitment Process

Council's recruitment process is conducted according to strict confidentiality and equal employment opportunity standards. It is Council's aim to complete the recruitment process and notify candidates of an outcome within four weeks of the closing date, however this timeframe can be extended due to unforeseen circumstances. As a guide, the expected timeframe for the recruitment process for Strategic Partnership Officer is as follows:

Closing date: Friday, 19 October 2018

Interview date: Week commencing 5 November 2018

Candidates notified of outcome: Week commencing 12 November 2018

For further information on this recruitment process, please contact Council's Human Resources section on 02 6686 1443.