

POSITION TITLE:	Arts and Cultural Officer
POSITION NUMBER:	10042
AWARD:	Queensland Local Government Industry (Stream A) Award – State 2017
AWARD CLASSIFICATION:	3 – 4 Provisions of appointment pay level and progression to be in accordance with the applicable award
REPORTS TO:	Coordinator Arts and Engagement
DEPARTMENT:	Communities

ABOUT US

Our vision

A progressive region creating opportunities for all.

Our mission

We are a council committed to continuous improvement, a sustainable future and efficient investment in our communities.

Our values

- Respect and integrity.
- Accountability and transparency.
- Providing value.
- Commitment and teamwork.

OBJECTIVE OF THIS ROLE

The Arts and Cultural Officer is responsible for promoting the identity of the Central Highlands region and contributing to community cultural development. This involves facilitating delivery of the Regional Arts Development Fund (RADF) program and supporting the objectives of the Central Highlands Arts and Cultural Advisory Committee (CHACAC). This is achieved through the planning and coordination of arts, cultural, heritage and educational events, activities and facilities. The Arts and Cultural Officer will provide support for other arts and cultural activities as directed.

KEY RESPONSIBILITIES IN THIS ROLE

1. Service Delivery.

- Develop strategy, action plans, policy and procedure that support delivery of Council's arts, culture, history and heritage services.
- Provide assistance in the implementation of the Community Organisation Tenure of Council Owned or Controlled Land Policy and tenure framework.

2. Community Engagement.

- Create links, maintain relationships and work with individuals and groups within the arts, cultural, heritage and Indigenous sectors to promote participatory activities. This includes facilitation of the CHACAC.

3. Community Planning and Development.

- Assist with facilitating, implementing and reporting on regional and place-based community planning.
- Support the Connected Communities team to deliver community development programs and activities.

4. Partnerships.

- Coordinate partnerships with Arts Queensland, and other organisations as appropriate, to enhance Central Highlands arts, cultural and heritage service delivery. This includes delivery of the RADF program as per the contract.

5. Advocacy.

- Provide support to community and Council with advocacy activities.

6. Reporting and Administration.

- Undertake tasks including procurement, compiling statistics, meeting preparation, minute taking and drafting/presentation of reports.

7. Training and Development.

- Actively participate in ongoing training and self-development to achieve continuous improvement for yourself and council.

8. Safety

- Take reasonable care for the health and safety of yourself and others, complying with reasonable instruction and co-operating with CHRC policy and procedure per 'Duties of a Worker' contained in the Work Health and Safety Act as amended.

Additionally, this position may be required to conduct other duties as lawfully directed by the reporting manager.

Please Note: This role requires the incumbent to have flexible working hours to attend community-driven activities in locations across the region. This role involves driving at different times of the day / evening.

ABILITIES, SKILLS AND KNOWLEDGE REQUIRED

Mandatory:

- Demonstrated understanding and interest in the arts, culture and heritage sectors.
- Demonstrated project management and event coordination skills, with the ability to plan and deliver community meetings, programs, events and initiatives.
- High level interpersonal and communication skills, including proven ability to interact positively and build relationships with a diverse range of stakeholders and community.
- High level written communication skills with the ability to write and present reports.
- Experience in effective recording of statistics and monitoring of program budgets.
- Proficient in Microsoft Office Suite.
- Willingness to learn new skills.

Desirable:

- Experience in community development or engagement, including partnering with community to deliver programs, events and initiatives.

- Experience in the development of strategic documents such as policies, guidelines and actions plans.
- Experience in lodging grant applications, facilitating grant programs, and/or acquitting grant funds.
- Previous experience within local government.

QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

Mandatory:

- Minimum of Queensland C class provisional drivers licence.
- Queensland Working with Children Blue Card.

Desirable:

- Qualification in arts or related field or experience/expertise of arts, cultural and heritage related service delivery.

WORK ENVIRONMENT, PHYSICAL AND PSYCHOSOCIAL DEMANDS

This position requires the employee to work indoors carrying out physical tasks which may include constant forward reaching, constant hand function, constant standing/walking, frequent squatting/kneeling postures, occasional seated postures, occasional forward bent postures, occasional static neck postures, lifting up to 10kg and carrying up to 10kg.

Additionally, this position will be required to perform work where environmental factors may include air-conditioned offices and occasional outdoor environments.

CORPORATE REQUIREMENTS YOU MUST MEET

1. Commitment to council's vision, mission and values.
2. Compliance with council's code of conduct.
3. Adherence to all relevant Council policies and procedures, certified agreement, your contract of employment and relevant legislation, including the *Local Government Act, 2009* and *Work Health and Safety Act, 2011*.
4. Commitment and adherence to council's customer service charter.
5. Compliance with all relevant and necessary pre-employment checks required for this role.
6. Commitment to council's corporate plan.
7. Commitment to equal employment opportunity, diversity and merit principles.
8. Commitment to ensuring a workplace free from bullying, harassment and discrimination.
9. Efficient and effective utilisation of resources as allocated under the level of responsibility for the position.
10. Commitment to change management.

ELIGIBILITY AND PRE-EMPLOYMENT CHECKS

To be appointed to a permanent position, you must be an Australian citizen, or have permanent residency status, or a visa permitting you to work in Australia permanently. If you have a visa permitting you to work temporarily in Australia, you may be appointed to a temporary position, providing the work complies with the conditions of your visa.

The pre-employment checks relevant to this position include:

- Right to work in Australia.

- Medical assessment.
- Reference checks.

CORE COMPETENCIES WE NEED FROM YOU

Competency	Definition	Level
Delivering Results	Having the ability to set objectives for yourself and others, taking a forward looking perspective, and delivering successful outcomes within agreed parameters.	2
Communication	Identifying and using appropriate communication styles and methods, taking into consideration the audience and the desired outcome. Building and maintaining effective working relationships with key stakeholders, both internal and external.	2
Initiative and innovation	Anticipating situations and problems, finding appropriate solutions, grasping opportunities for improvements and taking ownership for continuous improvement that goes above and beyond the call of duty.	2
Flexibility	Being able to adapt your thinking and behaviour to suit different situations and changing circumstances. Taking other people's views on board, accepting new and different ways of working and encouraging others to embrace change.	2
Teamwork	Having the ability to work as part of a team, actively encouraging team working and recognising the role you play as part of the council team.	2
Commitment to Council	Being willing and able to align your own behaviours with the objectives, goals and values of council; acting as a role model and promoting the values to others.	2
Customer service	Aligning your behaviour with the customer service charter to ensure both internal and external customer needs are met; taking a positive attitude, showing commitment and having a can do approach.	2
Workplace Health & Safety	Taking reasonable care for the health and safety of yourself and others,	2

complying with reasonable instruction and co-operating with council policy and procedure.

A copy of the Competency Handbook is available on the Central Highlands Regional Council website under 'Careers with Council'.

GENERAL OBLIGATIONS

1. This is a description of the job as it is presently constituted. Council will regularly review position descriptions and appropriately update them to ensure that they relate to the job being performed, or to incorporate whatever changes are being proposed. Where appropriate, employees will be consulted on the changes and employees are expected to participate in consultation.
2. Whilst employment is in the position described in this document it is understood that employment is with Central Highlands Regional Council. In the event of organisational change or restructure, council may require employees to undertake other roles for which they are qualified and capable of performing.
3. Employees may be required to undertake a variety of duties not related to their substantive role in the times of disaster or significant exceptional operational circumstances.
4. All employees are responsible for making and keeping records in accordance with legislation, information standards and other relevant guidelines and procedures.
5. Failure to maintain any competency, licence or qualification, which are a condition of your employment, may result in demotion or termination as council is unable to guarantee your transfer to a position not requiring said competency/licence/qualification.

Please sign below if you have read, understood and accepted the responsibilities of this position as outlined in this position description.

Name

Signature

Date
