

POSITION DESCRIPTION

Position Title:	Aboriginal Cultural Development Officer	Position Code:	
Division:	Community Culture and Places	Grade:	G
Location:	Dubbo	Hours/Week:	35
Reports to:	Cultural Development Co-ordinator		
No. Direct Reports:	0	No. Indirect Reports	0

Primary Purpose of Position

Aboriginal Cultural Development Officer you will be responsible for the development of meaningful exhibition and cultural programs, respond to and reflect regional Aboriginal culture. Alongside the Cultural Development Unit, the position is responsible for caring for the First Nation's cultural material in the custodianship of Dubbo Regional Council, researching, and presenting cultural material across a variety of facilities.

Key Accountabilities / Duties

Key Result Area	Primary Activities
Regional Cultural Program	<ul style="list-style-type: none"> Alongside the CDU, assist in the development and implementation of Aboriginal Cultural Programs at the <i>Wiradjuri Tourism Centre</i> and across the Dubbo LGA relevant to the needs of residents and visitors and within identified DRC goals, values, and objectives. Responding to community direction, care for Aboriginal Cultural Material in the custodianship of DRC. Work alongside community to develop responsive and representative cultural programs around the activation of cultural material. Assist in developing an overall program budget. Provide research and advice to stakeholders on exhibitions and cultural content. Research and propose ideas for exhibitions and cultural programs. Identify funding opportunities and assist in the preparation of grants Ensure Exhibition budget is developed and maintained Collaborate with local artists and cultural practitioners to develop new work and commissions to ensure alignment to the exhibition program. Prepare researched and original written material.
Install & dismantle Exhibitions	<ul style="list-style-type: none"> Select & prepare objects for exhibition. Assist in the preparation of exhibition designs. Assist in the management and coordination of the install / de-install of exhibitions across DRC, with a specific responsibility for Aboriginal Cultural Material.

Key Accountabilities / Duties

	<ul style="list-style-type: none"> Ensuring resources (including labour) are prepared and sufficient for install and de-install tasks Planning and implementation of WHS procedures
Assist with marketing	<ul style="list-style-type: none"> Perform a public relations role Assist with special marketing promotions Assist in obtaining sponsorship
Leadership	<ul style="list-style-type: none"> Represent the branch in a professional and ethical manner Take part in relevant industry bodies and panels
Corporate Reporting, planning and Monitoring	<ul style="list-style-type: none"> Assist in providing branch input and implementing strategic plans & documents, including but not limited to: <ul style="list-style-type: none"> Management Plan Business Plan Agreed brief Branch Budget Provide input into corporate plans, reports, programs, and policies as required.

Inherent Requirements of the position

- Class C Drivers Licence
- First Aid Certificate
- A large majority of this role is office based, using computers/electronics systems, thus an inherent requirement of this position is the ability to complete sustained periods of work at a desk utilising computers/electronics systems or other office based equipment.
- This role involves the lifting and moving of objects. A reasonable level of physical fitness and sound manual handling techniques are required.
- The wearing of the local government uniform is optional for this position.
- This role is required to be held by a person who identifies as Aboriginal and/or Torres Strait Islander. Permission has been granted to for this role to be held only by a person who identifies as Aboriginal and/or Torres Strait Islander until 2027.

Selection Criteria

Essential

- Identify as Aboriginal and/or Torres Strait Islander
- Broad knowledge of the Australian arts sector, and Aboriginal and Torres Strait Islander art as relevant to the position.
- Degree in arts / history / museum studies/ education or community development or related discipline or solid experience working in the creative/cultural programing or exhibitions sector
- Proven ability to work well both independently and in a team environment

5. Proven time management skills and the ability to prioritise a large body of work and a variety of activities in a high pressure environment
6. Good communication skills, both written and spoken, with proven ability to write correspondence and reports and communicate effectively with stakeholders both internally and externally
7. Thorough understanding of computer applications (word, excel, Internet).

Desirable

8. Demonstrated ability to work in a high energy and challenging interdisciplinary team environment, while remaining committed to achieving quality, innovative results

Organisation Wide Accountabilities

Corporate Values	<p>All employees have a responsibility to uphold the values of Dubbo Regional Council being:</p> <ul style="list-style-type: none"> • Customer focused – we are passionate about serving our community and creating a great place to live. • Integrity – We act with integrity and professionalism and we are accountable to deliver the results we promise. • One team – we work as one team and partner with others to deliver more than we can achieve alone.
Work Health and Safety	<p>All employees are responsible for the Work Health and Safety (WHS) for Dubbo Regional Council and their duties include:</p> <ul style="list-style-type: none"> • Complying with Council's WHS policies and procedures • Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others • Reporting any potential hazards, incidents or injuries to their Supervisor or People, Culture & Safety within 48 hours • Participating in any WHS consultation arrangements • Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace • Correctly using all personal protective equipment • Complying with emergency and evacuation procedures and site rules if applicable • The Chief Executive Officer, Directors (Officers), Managers and On-Site Supervisors have additional responsibilities as defined in the Dubbo Regional Council Work Health and Safety and Consultation Policy
Sustainability	<p>Staff will give equal priority to improving and enhancing Council's economic, social and environmental outcomes by integrating sustainability into all decision making processes. This includes continuously increasing efficiencies, reducing resource use, sustainable procurement, maintaining service levels and protecting our natural assets. It is expected that all staff can demonstrate awareness and participation in sustainable work practices.</p>
Code of Conduct and Equal Employment Opportunity	<p>Staff will, at all times, adhere to:</p> <ul style="list-style-type: none"> • Council's adopted Code of Conduct.

- Council's Anti-Discrimination and Equal Employment Opportunity Policy to foster a fair and equitable workplace free of illegal discrimination, harassment and bullying behaviour.

Acceptance:

I, _____ confirm I have read and understood the Position Description. As the incumbent of this position, I agree to work in accordance with the requirements of the position and will abide by Dubbo Regional Council's policies and procedures.

I understand this Position Description is designed to guide the responsibilities and activities to be undertaken in this position and is not intended to be an exhaustive list. I acknowledge that the organisation, in response to changing priorities, may vary tasks and responsibilities from time to time.

Signature:

Date: