

POSITION DESCRIPTION				
Position Title:	Indigenous Program Officer		Position No:	1617
Directorate:	Development & Community		Section:	Community & Culture
Unit:	Cultural Services		Sub Unit:	Hervey Bay Regional Gallery
Reports To:	Gallery Director		Directs Reports:	Nil
Indirect Reports:	Nil		Location:	Hervey Bay Regional Gallery
Version No: Feb 2022	Evaluated: #4506923	Status: Approved	By: OD&C	Next review: Feb 2025
Position Objective To work collaboratively within the HBRG team to develop and realise the exhibition program and contribute to the maintenance, interpretation and development of Fraser Coast's art collections, alongside a wider engagement with Indigenous communities, in particular the Butchulla people of this region.				Our Values Trust Respect Accountability Initiative Teamwork Service
Key Responsibilities and Indicators				
Key Result Areas	Key Accountabilities			Performance Indicators/Outputs
Exhibitions	<ul style="list-style-type: none"> ➤ Assist with the planning and organisation of exhibitions including scheduling, correspondence, preparation and completion of agreements/contracts including administration of any related fees/payments, communication and monitoring of timelines, and other administrative tasks and/or record keeping. ➤ Assist the Gallery Director with exhibition design and layout as required ➤ Draft and organise the production of exhibition content such as room sheets, labels, online collateral and wall texts as a regular part of exhibition preparation and any other temporary exhibition signage as directed ➤ Provide key production assistance with the installation and demount of exhibitions, materials and equipment as required. ➤ Regularly liaise with Gallery Director and Public Programs Officer regarding exhibition content, image reproduction permissions, general marketing, opening events and programming. 			➤
Collection	<ul style="list-style-type: none"> ➤ Identify collection opportunities for the Fraser Coast Regional Council's Collections in collaboration with the Gallery Director. ➤ Draft acquisition proposals ➤ Draft significance statements 			<ul style="list-style-type: none"> ➤ Collection is well maintained through record keeping and appropriate storage. ➤ Collection grows in accordance with the Collection Policy.
Indigenous engagement and	<ul style="list-style-type: none"> ➤ Seek to build meaningful connections with the traditional owners, the Butchulla people and contribute to 			<ul style="list-style-type: none"> ➤ Increased representation of First

education	<p>increasing HBRG's engagement with this community.</p> <ul style="list-style-type: none"> ➤ Develop and deliver education programs associated with exhibitions and public programs relevant to First Nations perspectives. ➤ Assist with the delivery of Fiona Foley Residency Program. ➤ 	Nations artist in HBRG's exhibitions and collections
Customer Service	<ul style="list-style-type: none"> ➤ Provide a high level of customer service to internal and external customers. ➤ Plan, assess and problem solve routine administrative issues and customer service enquiries expediently and with limited supervision. ➤ Maintain a positive approach in delivering high quality services. 	<ul style="list-style-type: none"> ➤ As per Council's Customer Service Standards management policy. ➤ High level of customer service supplied.
Administrative	<ul style="list-style-type: none"> ➤ Prioritise and manage workload to effectively perform all duties in relation to agreed milestones and timeframes. ➤ Plan, assess and problem solve routine issues with limited supervision ➤ Devise and implement a set of measures to evaluate effectiveness of processes and procedures within a wider operational context of continuous improvement ➤ Provide regular team reports as required (quarterly or six month cycles) ➤ Work collaboratively as a team member including effectively communicating with and supporting other team members to achieve shared team objectives 	<ul style="list-style-type: none"> ➤ High quality and increased applications for major initiatives.
Work Health and Safety	<ul style="list-style-type: none"> ➤ Adhere to relevant Work Health and Safety policies and practices and carry out responsibilities outlined in Council's Safety Management Plan. 	<ul style="list-style-type: none"> ➤ 99% compliance with Monthly Action Plans.
Risk Management	<ul style="list-style-type: none"> ➤ Read, understand and comply with conditions as set out in the Risk Management Policy and undertake all relevant risk management training. 	<ul style="list-style-type: none"> ➤ As per Council risk management KPIs.
Records Management	<ul style="list-style-type: none"> ➤ Adhere to relevant Records Management policies and practices to ensure compliance with the Public Records Act 2002. 	<ul style="list-style-type: none"> ➤ As per Council's Records management policies and procedures.
Code of Conduct and EEO	<ul style="list-style-type: none"> ➤ Encourage and promote behaviour consistent with Council's Code of Conduct and create a positive and equitable work environment that is safe, flexible, fair, culturally appropriate, inclusive and free from discrimination and harassment. 	<ul style="list-style-type: none"> ➤ Any matters arising are dealt with in accordance with the appropriate Council policy and procedures.
Customer Service	<ul style="list-style-type: none"> ➤ Provide a high level of customer service to internal and external customers. 	<ul style="list-style-type: none"> ➤ As per Council's Customer Service Standards management policy.
Sustainability Requirements	<ul style="list-style-type: none"> ➤ Adhere to the Sustainable Fraser Coast Charter and Implementation Plan and understand sustainability is a key element of Council's planning framework and is incorporated into all facets of decision making and policy 	<ul style="list-style-type: none"> ➤ As per Council's Sustainability Charter.

	development.	
Values	➤ Exemplify Council’s values of Trust, Respect, Accountability, Initiative, Teamwork and Service through the demonstration of each value’s associated behaviours.	➤ As per Council’s ‘TRAITS’ campaign.
	➤ Other duties as directed.	➤ Tasks are undertaken in an efficient and timely manner.
Selection Criteria		
<div>1. Demonstrated two years’ minimum experience working in a curatorial, gallery, community or other relevant role.</div> <div>2. Demonstrated experience working with First Nations communities, preferably within an arts or cultural venue setting displaying a strong understanding of contemporary First Nations’ cultural practices, including contemporary theories, key debates and histories.</div> <div>3. Excellent communication skills, including written, oral and editorial.</div> <div>4. Strong interpersonal skills, including an appreciation for cultural diversity and a proven ability to work with, or provide customer service to, people from diverse backgrounds, ages, abilities, and interests.</div> <div>5. Demonstrated ability to confidently work within high pressure situations.</div> <div>6. Ability to work with limited supervision, prioritise workload to effectively perform all duties, and resolve routine problems using sound judgement.</div> <div>7. Proven ability to work collaboratively as a team member, including supporting other team members to achieve unit objectives and customer satisfaction.</div>		
Qualifications/Licences		
Mandatory	➤ Tertiary qualification (AQF Level 3 or above) in a relevant course of study, or equivalent community cultural knowledge	
	➤ Minimum 2 years’ experience working in a relevant context	
Desirable	➤ N/A	
Licences	➤ Current Class C Driver's Licence	
Mandatory Training		
	➤ Work Health and Safety	
	➤ Duty of Care	
	➤ Code of Conduct	
	➤ Manual Handling	
	➤ Fire and Evacuation	
	➤ Corporate Systems	
Conditions of Employment		
Status	Permanent Part Time	
Award	Queensland Local Government Industry (Stream A) Award – State 2017	
Agreement	Fraser Coast Regional Council Certified Agreement 2021	
Classification Stream	Stream A - Administrative, clerical, technical, professional, community service, supervisory and managerial services	
Classification	LGO Level 3	
Allowances	As per Fraser Coast Regional Council Certified Agreement	
Progression	Annual review – single steps within level	
Status	FWA	Hours/Week per week 21.75
O/T Payable	As approved	
Uniform	PPE As per Dress Standard and Corporate Uniform Management Policy	
Other		
Position Number: 1617		
Position Title: Indigenous Program Officer		

I, _____, accept the position description as outlined above. I have been given an opportunity to ask questions about the contents and I understand the terms and conditions outlined in this document.

Signature of Employee Date: _____