

## POSITION DESCRIPTION

### Education and Public Programs Officer

<b>POSITION NUMBER</b>	<b>5015</b>
<b>DIRECTORATE</b>	<b>Community &amp; Culture</b>
<b>SECTION</b>	<b>Cultural Services</b>
<b>REPORTS TO</b>	<b>Coordinator Cultural Services</b>
<b>DIRECT REPORTS</b>	<b>Nil</b>
<b>GRADE</b>	<b>11</b>
<b>CONDITIONS OF EMPLOYMENT</b>	Local Government (State) Award 2017
<b>DATE PREPARED</b>	February 2017
<b>DATE LAST UPDATED</b>	June 2018

### 1. PURPOSE OF THE POSITION

To contribute to the Hurstville Museum & Gallery's vision by developing a range of public programs and educative opportunities for the Georges River community. The Education and Public Programs Officer oversees the promotion and evaluation of programs and events, and provides assistance with public enquiries and exhibition development.

### 2. KEY ACCOUNTABILITIES

- 2.1 Develop, deliver and promote public programs for new and existing user groups such as children, CALD and seniors groups.
- 2.2 Develop, deliver and promote education programs for new and existing user groups, such as local preschools, primary schools, high schools and home schoolers
- 2.3 Maintain and develop outreach programs such as the Reminiscing Therapy Kits and Museum on the Move.
- 2.4 Maintain and develop Museum and Gallery education and public program online resources.
- 2.5 Assist in the delivery of a wide range of education and public programs.
- 2.6 Promote the Museum & Gallery's programs through Council online and hard copy publications.
- 2.7 Develop and implement effective evaluation and feedback mechanisms to ensure ongoing quality improvement in the development and delivery of education and public programs within the Museum & Gallery.
- 2.8 Maintain knowledge of ongoing developments in Museum trends relating to programming and education.
- 2.9 Assist with general Museum & Gallery administrative duties as required.
- 2.10 Manage the Education & Public Programs budget.
- 2.11 Assist with other duties as directed by the supervisor or manager.

### 3. WORKPLACE HEALTH AND SAFETY

'There is always time to work safely'. We all have a responsibility for Workplace Health and Safety. All employees must observe safe work practices and operating procedures and comply with the requirements of the WHS legislation and Council's Policies and Procedures relating to Workplace Health and Safety.

### 4. MODEL CODE OF CONDUCT

Council's Model Code of Conduct sets out minimum standards of conduct that is expected of employees and which we must adhere to. Employees must be impartial and fair in dealings with residents, customers, suppliers, general public and with each other in order to retain trust, confidence and support.

### 5. EQUAL EMPLOYMENT OPPORTUNITY

Georges River Council wants to build a workplace free from discrimination and harassment. It is the responsibility of all employees to ensure that they treat all colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions.

### 6. COUNCIL'S POLICIES, MANAGEMENT GUIDELINES AND PROCEDURES

Comply with all Council's Management Guidelines, Policies and Procedures

### 7. CUSTOMERS

- 7.1 Provide effective service to Council customers and the community
- 7.2 Provide effective service to internal customers
- 7.3 Present a positive image of council

### 8. LIMITS OF AUTHORITY

Please note that this position holds delegations pursuant to section 378 of the Local Government Act. Responsibilities are to be exercised in accordance with Council's Delegations of Functions.

### 9. DESIGNATED POSITION

Please note that this position has been identified as a designated position in accordance with section 441 of the Local Government Act. As a result, in accordance with Section 449, a completed Disclosure of Interest Return form must be submitted within three months of appointment. Annual Disclosure of Interest Returns are also required to be completed by 30 September each year.

### 10. SELECTION CRITERIA

#### **Qualifications, Certificates & Licences**

- 10.1 Appropriate tertiary qualifications in Museum Studies, Education or related fields.
- 10.2 Current Working with Children Check.
- 10.3 Criminal Check



**Essential**

- 10.4 Demonstrated experience as a program deliverer, teacher or teacher's aide.
- 10.5 Experience in the preparation and delivery of programs and events.
- 10.6 Experience in promoting events to wide audiences.
- 10.7 Demonstrated ability to initiate continuous improvements to public programs.
- 10.8 Highly developed oral and written communication and interpersonal skills, including effective negotiation, consultation and consensus building.
- 10.9 Demonstrated ability to undertake primary research and handle historical enquiries.
- 10.10 Strong commitment to and proven ability to deliver a quality customer focused service for diverse clients and user groups.
- 10.11 Proven ability to work to deadlines.
- 10.12 Proven ability to work independently and as part of a team.
- 10.13 Demonstrated ability to adapt quickly to change.
- 10.14 Demonstrated commitment to EEO, WH&S and the principles for a culturally diverse society.

**Desirable**

- 10.15 Current Responsible Service of Alcohol (RSA)
- 10.16 Class C NSW Drivers Licence
- 10.17 Experience in museums, galleries, libraries, or local government.
- 10.18 Ability to speak a relevant community language e.g. Arabic, Cantonese, Mandarin, Greek.

**EMPLOYEE ONLY**

I have read and understand the content of this Position Description and undertake to meet the key accountabilities in an appropriate manner.

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Staff Use Only**

PP1 - Comprehensive pre-employment medical assessment excluding audio and lung function test

