

POSITION DESCRIPTION

COORDINATOR CULTURAL SERVICES	
POSITION NUMBER	CCD011
DIRECTORATE	Community and Culture
SECTION	Cultural Engagement and Library Services
REPORTS TO	Manager Cultural Engagement and Library Services
DIRECT REPORTS	8
GRADE	17
CONDITIONS OF EMPLOYMENT	Local Government (State) Award 2020
DATE PREPARED	November 2018
DATE LAST UPDATED	September 2021

1. PURPOSE OF THE POSITION

Contribute to Georges River Council's Vision by providing:

- 1.1 Leadership for the Cultural Services team, including Museum & Gallery staff, and effective management of related resources and budgets.
- 1.2 Expert advice and consultation in relation to the Museum & Gallery's collection, exhibitions and programs, promotion of services and the effective management of related processes and procedures.
- 1.3 Advocacy for the Museum & Gallery's role within the Georges River community and the wider cultural sector.

2. KEY ACCOUNTABILITIES

- 2.1 Effectively develop, manage, resource and evaluate, on an ongoing basis, a range of relevant exhibitions, programs and projects for the Museum & Gallery.
- 2.2 Ensure active participation in the development, planning, organisation and staging of programs and events for the Museum & Gallery.
- 2.3 Implement Council's Cultural Strategy and its associated actions, in accordance with Council's Community Strategic Plan, Delivery Program, Operational Plan, and Community and Culture Directorate Business Plan.
- 2.4 Undertake research and/or community consultation programs to identify interests and program development needs of the Georges River community, as well as special needs groups.
- 2.5 Oversee the delivery of the Georges River Artist in Residence program and the Georges River Public Art program.
- 2.6 Maintain up-to-date professional/technical knowledge and skills in collection management, education and public program development, cultural administration, disaster management and evaluation tools.

- 2.7 Provide a professional advisory service as requested and appropriate to members of the public, researchers, other museum and gallery professionals and Council in relation to all aspects of the team's functions.
- 2.8 Develop and maintain a collection relevant to a museum and gallery facility in accordance with established policies and procedures.
- 2.9 Monitor and effectively administer conservation and preservation techniques.
- 2.10 As part of collection management, ensure that the collection is appropriately catalogued, accessioned and recorded in accordance with established museum and council policies and procedures.
- 2.11 Develop and maintain up-to-date technical knowledge of the specific heritage and maintenance requirements for the museum building to manage the effective maintenance and care of the building.
- 2.12 Develop, monitor and maintain effective systems to ensure the security, safety and appropriate disaster management for the building and its collection.
- 2.13 Convene team meetings and contribute to the efficient operation of the Museum & Gallery by active participation in other appropriate staff meetings.
- 2.14 Participate as the Chair of the Cultural Services team and contribute to the operational team meetings.
- 2.15 Participate as a member of the Coordination Team meetings and other cross-department, cross-Council and multi-organisational meetings as required.
- 2.16 Improve access to local history and culture through Council online and hard copy publications.
- 2.17 Promote Council's cultural services through Council's website and social media platforms.
- 2.18 Contribute to a balanced collection by making considered suggestions for purchase.
- 2.19 Assist with general Museum & Gallery administrative duties as required.
- 2.20 Assist with other duties as directed by the Manager Cultural Engagement and Library Services.

3. KEY MANAGERIAL ACCOUNTABILITIES

Leadership

- 3.1 'Lead by example'.
- 3.2 Input to and implement Council/Line Manager decisions at a strategic and operational level.
- 3.3 Create, embrace and lead change. Manage resistance to change.
- 3.4 Treat others with respect and compassion.

People Management

- 3.5 Lead, inspire, motivate, coach and mentor for optimal individual and team performance to achieve the overall strategic direction.
- 3.6 Objectively evaluate staff, provide feedback and communicate expectations.
- 3.7 Plan for the future, set team goals, identify priorities and follow through.
- 3.8 Deal with non-performance and inappropriate behaviour in a timely manner.

Communication

- 3.9 Communicate to all in a clear and concise manner both written and verbal.
- 3.10 Promote cross organisational communication and collaboration.
- 3.11 Foster good working relationships with external and internal stakeholders.
- 3.12 Communicate with staff on a regular basis and gain their input where appropriate.

WHS / Risk Management

- 3.13 Understand the principles of Risk Management, including their application to resource conservation and incident/claim reduction.
- 3.14 Provide a safe and healthy work environment, in accordance with the NSW legislation, regulations and related Codes of Practice and Australian Standards.
- 3.15 In consultation with employees, develop and continually monitor the work area's Risk Control Plan and all associated Safe Work Method Statements and risk assessments.



- 3.16 Monitor and evaluate the performance of Team Leaders / Supervisors against their risk management responsibilities.
- 3.17 Promote Risk Management as a vital business principle and actively employ those principles in decision making processes.

Governance

- 3.18 Manage operations and resources for cost effective achievement of team goals.
- 3.19 Prepare, manage and take accountability for financial budgets within the program.
- 3.20 Identify and implement customer service initiatives.
- 3.21 Effectively manage systems to optimise the use of resources.
- 3.22 Ensure knowledge of industry trends and innovations for best practice delivery of service.
- 3.23 Have awareness and understanding of the socio-cultural, historical, political and economic context within which the Council operates.
- 3.24 Understand and comply with Local Government Act 1993 and other relevant legislation.
- 3.25 Support the strategic and corporate priorities of the General Manager and Executive.
- 3.26 Maintain all relevant policies, procedures, practices and staff communications with relevant Federal and State Legislation and implement as necessary to ensure Council's compliance.
- 3.27 Other duties as required.

4. 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.

5. 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.

6. 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.

7. COUNCIL'S POLICIES, MANAGEMENT GUIDELINES AND PROCEDURES

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

8. 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

9. LIMITS OF AUTHORITY



10. SELECTION CRITERIA

Qualifications, Certificates & Licences

10.1 Tertiary qualifications: A degree in Museum Studies or appropriate qualifications.

10.2 Class C NSW driver's licence.

Essential

10.3 Suitable experience in managing a museum or gallery, and facility management experience.

10.4 Experience in managing complex projects.

10.5 Experience in developing and delivering high quality visual art and social history exhibitions, public programs or events.

10.6 Demonstrated team leadership and team building skills. Strong staff development skills including motivating, mentoring, performance management and coaching staff.

10.7 Demonstrated financial management skills and experience managing an operational budget.

10.8 Demonstrated strong commitment to excellence in customer service.

10.9 Demonstrated knowledge of technological solutions and their application in the workplace.

10.10 Proven ability to work to deadlines.

10.11 Highly developed oral and written communication and interpersonal skills, including effective negotiation, consultation and consensus building.

10.12 Demonstrated ability to coach and guide others in developing and implementing innovative approaches.

10.13 Demonstrated ability to facilitate change and influence senior decision-makers to implement change strategies.

10.14 Demonstrated commitment to EEO, WHS and the principles for a culturally diverse society.

10.15 Council, as a person conducting a business or undertaking, has a duty under the Work Health and Safety Act 2011, to ensure, so far as reasonably practicable, a safe and healthy workplace. As a result, Council has recently updated all COVID-19 safety plans for our workplaces. Council is committed to minimising the risk of transmission of COVID-19 in our workplaces and preventing further spread in the community. To ensure the health and safety of our workforce and the community, all authorised and essential workers who cannot reasonably work from home and need to attend a Council workplace will need to have a valid travel registration and meet the minimum vaccination and/or testing provisions to that required of construction workers in accordance with the COVID-19 (Additional Restrictions for Delta Outbreak) Order 2021 (PHO). For Council's authorised and essential workers, this means you must have:

- Had 2 doses of a COVID-19 vaccine; or
- Had 1 dose of a COVID-19 vaccine at least 21 days ago; or
- Had 1 dose of a COVID-19 vaccine within the preceding 21 days and has been tested for COVID-19 within the preceding 72 hours; or
- Has a certified medical contraindication and has been tested for COVID-19 within the preceding 72 hours.

This consistent and equitable approach is considered to be a best practice safety model to ensure the health and safety of our workforce and our community.

Desirable

10.16 Experience working in a local government museum or gallery.

10.17 Experience working with a multicultural client base.

10.18 Ability to speak a relevant community language e.g. Arabic, Cantonese, Mandarin, Greek.

10.19 Responsible Service of Alcohol competency card.

