



POSITION DESCRIPTION

Position Title	Senior Producer Creative Programs	
Directorate	Community	
Service	Creative Communities	
Responsible to	Executive Producer Creative Programs	
Position Supervises	Direct: Contractors, consultants and casuals as required Indirect: Nil	
Position No.	TBA	
Status	Permanent Full-Time / Part-Time	
Hours	35 hours per week Regular after-hours work to attend meetings, programs and functions is required	
Salary	52 to 60	Band & Level: 3/2
Pre-employment checks Legislative requirements	Pre-employment medical Police Check Working with Children Check	
Date reviewed: 1 November 2023		Reviewed by: People and Culture

POSITION PURPOSE

The role of the Creative Communities team is to lead the delivery of creative programs, place making projects and cultural initiatives that promote the creativity, diversity and vibrancy of the community and position the Inner West as a creative and cultural leader.

You will produce, co-ordinate and deliver a range of creative programs and other activations to facilitate diverse groups to enhance and celebrate local vitality and diversity.

You will facilitate partnerships across Council and manage strategic projects to support various creative communities and parties to participate in projects, programs, events, and cultural activations that contribute to the collective culture of the Inner West.

You will be community focused and work collaboratively with the Executive Producer Creative Programs and the broader Creative Communities team staff to ensure the success of the service unit.

SELECTION CRITERIA

Inner West Council is committed to the principles of Equal Employment Opportunity, Work Health and Safety, sustainability, continuous improvement and business excellence. The community is at the heart of the organisation and Council puts its values of integrity, respect, innovation, compassion and collaboration at the centre of everything we do. We are here to be of service to the community and make Inner West a great place to be. Employees are expected to demonstrate commitment to these values in performing their respective roles. In addition to these, the following criteria outline those that are relevant to this specific position.

Essential:

1. Tertiary qualifications in Arts Management, Cultural and/or Community Development or a related discipline and/or relevant experience
2. Experience in working with arts and cultural policy, strategy and partnership development
3. Strong contract administration and negotiation skills with the ability to adapt to shifting priorities and competing deadlines.
4. Significant experience in the management of arts projects, cultural and community-based projects and stakeholders to facilitate social inclusion and cultural outcomes
5. Demonstrated understanding of the arts industry, community sector, cultural development and issues relevant to the creative sector.
6. Ability to assess community and sector needs and provide specialist information, liaison, advocacy and support for a diverse range of arts, cultural and community organisations, groups and practitioners
7. Ability to write arts and community grants, submissions and reports
8. High level communication and interpersonal communication skills with proven ability to engage diverse communities, through public presentation and meeting skills.
9. High level analytical and problem solving skills with the capacity to inspire or support innovative thinking and continuous improvement
10. Demonstrated experience in policy development, and implementation
11. Experience in advocating for the arts and cultural sector and practitioners
12. High level computer skills and capacity to manage electronic newsletters, databases and use computer/ICT applications.
13. Knowledge and ability to inspire and promote principles of equal employment opportunities, diversity, work health and safety, ethical practice and acting with probity at all times.

Desirable:

1. NSW Class C Driver's License.

KEY DUTIES, ACCOUNTABILITIES & RESPONSIBILITIES:

- Ensure arts and cultural initiatives and projects support and promote diverse cultural activity and community participation.
- Facilitate equitable access to creative programs, public art and use of creative spaces
- Manage and maintain positive and constructive stakeholder relationships and manage expressions of interest, and agreements with key stakeholders in delivering culturally diverse programs, activations and hybrid initiatives, festivals and cultural events.
- Identify funding sources and prepare budgets, professional reports, submissions, procedural guidelines and contracts.
- Ensure arts and community cultural projects and programs are accessible, informed by consultation, promoted widely, and responsive to the unique character of the Inner West.
- Inform curatorial frameworks and programming, and artistic selection.
- Contribute to the assessment of arts grants submissions
- Provide cultural input into masterplans and other strategic and development plans
- Contribute and/or lead the development of Council policies and procedures that support local communities to develop skills to produce local events and activities that celebrate diverse culture and community life
- Lead Creative Communities team in developing and implementing marketing strategies to increase the participation in diverse arts and cultural programs
- Work collaboratively with the broader Creative Communities and Community team and represent Council as required in sector forums, networks or meetings to maintain Council's leadership and facilitation role in local cultural development.
- Work with the Executive Producer and the broader Creative Communities team, in consistently working to meet its targets and commitments against the team work and performance plans and Council's Operational and Strategic Plans.
- Develop and implement strategic partnerships to ensure the sustainability of the Inner West Council's unique arts and cultural resources and manage arts and cultural service agreements, contracts and licenses.
- Manage funding arrangements for arts commissions including negotiation, timelines, income management, quality assurance, inspections, and monitoring.
- Represent Council as required which includes delivering high standard presentations, preparing professional reports, submissions, policy documents and contracts, attending meetings and convening committees.
- Respond to verbal and written requests for advice concerning arts and cultural matters
- Deliver accurate, timely and consistent advice to internal and external stakeholders.
- Maintain an awareness of industry trends, legislative reform and innovative initiatives and advise the Manager and Executive Producer of matters likely to impact on the section's core activities.

Leadership and service management

- Mentor, coach and coordinate staff, including short-term and contract staff for specific activations as required.
- Inform and contribute to the development, implementation, management and review of creative activation and program policies, procedures and strategies to ensure outcomes meet community expectations
- Ensure that the Executive Producer Creative Programs is informed of any issue which may affect staff, the community and/or service delivery.

Financial management

- Budget development and financial management of budgets.
- Ensure financial resources are appropriately allocated to program and individual activations to achieve required outcomes, supplementing budgets with sponsorship and additional funding sources as required.
- Undertake the procurement of goods and services in accordance with relevant legislation and Council policies.

Stakeholder engagement

- Collaborate, engage with and provide strategic advice to internal and external stakeholders
- Represent Council, prepare speeches and deliver high standard presentations, attend Council meetings and convene committees as required.

KEY RELATIONSHIPS:

Internal: Creative Communities Manager and team, Strategic & Corporate Communications, Inner West Staff including Economic Development, Environment and Sustainability, Regulatory Services, Customer Experience, Data and Information, Governance, Resource Recovery Operations, Civil Works, Parks, Venues, Traffic, Finance, Legal, Planning, and Community Services staff.

External: Local businesses and organisations; sponsors; stallholders and performers; contractors; Police and emergency services; all levels of government, including ministers, MPs and departments; peak bodies; members of the public.

**WORK HEALTH AND SAFETY RESPONSIBILITY STATEMENT
SUPERVISORS / TEAM LEADERS / GANGERS
LEVEL 5**

Level 5 Supervisors, Team Leaders and Gangers have the responsibility to ensure that they perform their duties in accordance with their job description, Council's policies, procedures and safe working practices and comply with Work Health & Safety legislation. They must also ensure employees and non-employees within their area of control comply with the Work Health and Safety legislation in performing their stated duties in accordance with Council policies, procedures and safe work practices. These responsibilities are performed by:

Responsibilities	Performance Measures
<ul style="list-style-type: none"> Ensuring all appropriate actions are taken to implement the Health and Safety policy, procedures to satisfy legislative requirements. 	<ul style="list-style-type: none"> Evidence of promotion of, and conformance with, Council policies and procedures
<ul style="list-style-type: none"> Ensuring regular monitoring of Health and Safety performance in the area of their responsibility. 	<ul style="list-style-type: none"> Conducting Workplace inspections, development of a hazard register, conducting Audits where appropriate. Analysis of accident/incident trends Regular team meetings Use of the hazard reporting process
<ul style="list-style-type: none"> Commitment to WH&S 	<ul style="list-style-type: none"> Visibly showing commitment to health and safety through participation in formal and informal discussions, workplace visits and hazard inspections etc
<ul style="list-style-type: none"> Undertaking accident/incident investigations 	<ul style="list-style-type: none"> Evidence of documented and signed accident investigation forms
<ul style="list-style-type: none"> Liaising with Health and Safety representatives in relation to workplace Health and Safety issues. 	<ul style="list-style-type: none"> Regular meetings with WH&S rep
<ul style="list-style-type: none"> Improving health and safety performance 	<ul style="list-style-type: none"> Initiating action based on audit, inspection results and feedback from staff
<ul style="list-style-type: none"> Undertaking regular inspections to assist in the identification of hazards 	<ul style="list-style-type: none"> Development of a schedule of inspections Completed inspections
<ul style="list-style-type: none"> Attending health and safety meetings 	<ul style="list-style-type: none"> Evidence of signed/ documented minutes
<ul style="list-style-type: none"> Providing new employees with Health and Safety induction training and specific job training where required 	<ul style="list-style-type: none"> Employee inductions complete. Evaluation of induction by employees
<ul style="list-style-type: none"> Facilitating rehabilitation for injured employees 	<ul style="list-style-type: none"> Evidence of signed return to work programs Selected duties register
<ul style="list-style-type: none"> Ensuring employee awareness of Health and Safety management systems and specific workplace hazards 	<ul style="list-style-type: none"> Regular documented meetings with staff Conducting random inspections to ensure that correct WH&S procedures are being implemented by staff
<ul style="list-style-type: none"> Providing a clear definition, in writing, of all work procedures 	<ul style="list-style-type: none"> All work instructions are documented and provided to staff with explanation
<ul style="list-style-type: none"> Developing health and safety procedures 	<ul style="list-style-type: none"> Development of specific procedures where required
<ul style="list-style-type: none"> Knowledge of WHS and related legislation 	<ul style="list-style-type: none"> Attendance at training sessions

Applicant Declaration

I, have read and understood the position description for the **Senior Producer Creative Programs** as detailed in this document.

Signature:

Date: / /