

POSITION DESCRIPTION	
Title:	Arts & Cultural Development Officer
Department	Community Connections
Reports to:	Manager Community & Cultural Life
Grade:	17
Hours:	30 hours per week
Vehicle:	No
Position Code:	22202
Pre-placement Medical:	Low Risk – Not required.
National Criminal Check:	Required
WCCC Check:	Not Required
Date Developed:	June 2013
Position Purpose	
To strategically plan, support and deliver arts and cultural strategies, plans and programs that contribute toward a more vibrant, safe and inclusive Shellharbour City.	
Qualifications and Experience	
<i>(Minimum required/essential for success in the job)</i>	
<p><u>Essential:</u></p> <ul style="list-style-type: none"> • Tertiary qualifications in arts/cultural development or social sciences • Comprehensive experience in the cultural development and public art field • Knowledge of contemporary cultural development philosophies, practices and procedures • Demonstrated experience in planning, developing, implementing and managing cultural development and public art programs and in making art accessible to the general public • Demonstrated skills in policy development and the ability to research and analyse information and prepare reports and make recommendations • Demonstrated experience in applying for and managing grants, budgets, sponsorship and partnerships • Excellent interpersonal skills and the demonstrated ability to communicate with all levels of government, service providers, artists, staff and the community to establish positive working relationships 	

- Proven ability to work constructively and positively in a team environment as well as work independently
- Demonstrated time management skills and ability to manage multiple projects with competing deadlines
- Proficiency with Microsoft Office computer applications
- Demonstrated ability to apply EEO, WHS and ethical practice principles and to act with probity at all times
- Experience in using a quality management system or other business improvement initiatives
- Current Class C Driver's Licence
- Ability to pass a National Police Record Check

Desirable:

- Experience working in Local Government and knowledge of Local Government structures and operations, including an understanding of current planning and reporting frameworks
- Understanding of and commitment to the principles of community development, capacity building and social justice

Main Activities/Tasks

Council operates on the principle of existing to provide benefits for our Community, Councillors, Customers and the Council itself – we call this the 4C's. This position is required to do everything they can to identify, develop, resource, provide, support and measure benefits to the 4C's.

Assist Council to identify community cultural needs:

- Provide input into Council's strategic directions to promote the enhancement of cultural outcomes across the City.
- Provide specialist advice and support to other sections of Council and advocate for the integration of cultural aspects into other planning instruments of Council.
- Undertake research and consultations and be able to commission consultants to assist in identifying community cultural needs that inform planning and policy development.
- Support 'place making' across the City through integration of cultural considerations into policy and planning as well as in the development of public art, arts and cultural events and community cultural development activities.

Provide strategic advice and support through the development, implementation and renewal of cultural strategies and plans:

- Oversee the development and implementation of cultural planning strategies, policies and initiatives.
- Identify, support and value add to existing and emerging cultural development initiatives.
- Identify, nurture and pursue strategic partnerships to support the enhancement of cultural initiatives across the City.
- Advocate for and support the development of cultural infrastructure throughout Shellharbour.
- Support and promote local and regional cultural events and activities to promote and attract visitors and business to Shellharbour.

- Manage and facilitate the implementation of the Integrated Planning and Reporting Framework as it relates to Council's cultural development functions.

Enhance the urban environment through the facilitation and promotion of public art

- Seek funding for public art projects which reflect the cultural aspirations of Shellharbour.
- Partner with the private sector and support the delivery quality public art in new developments.

Promote and manage diverse and innovative cultural programs at the Shellharbour Village Exhibition Space

- Manage, promote and curate a range of exhibitions, workshops and programs within the Shellharbour Village Exhibition Space.

Resource cultural development initiatives and activities

- Identify, pursue and manage funding, sponsorship, and partnership opportunities to support cultural development initiatives in the City.
- Coordinate a range of programs and initiatives to facilitate the progress of cultural development in the City.
- Nurture and promote local cultural activity and groups and identify opportunities for development and expansion of local cultural industries.
- Coordinate and support internal and external stakeholders to facilitate sector development opportunities.
- Provide written reports with information on matters that are relevant to Council's role and services pertaining to cultural development.

Provide support to the cultural development sector and foster formal cultural development communication and information mechanisms

- Facilitate and participate in cultural development networking opportunities locally and regionally.
- Support Council and the community in networking locally, regionally and at a state level to have access to current news and information for the sector.
- Develop, maintain and promote a publicly available database of cultural infrastructure and public art within Shellharbour and the Weave Artists Directory.
- Provide support to local cultural groups and practitioners (artists, special interest groups, CALD & ATSI groups, sport & recreation groups, relevant service providers, etc) and assist in seeking, preparing and acquitting grants.
- Build capacity in the local cultural sector through the provision of and access to training to meet identified needs (ie, affordable insurances, rejuvenating volunteer organisations, applying for and managing grants, promoting small business, WHS, applying for consultancies/commissions, intellectual property rights etc).

Support and promote the integrity and reputation of Council

- Adhere to the values of Council in all work related business.
- Demonstrate a commitment to quality customer service.
- Comply with all of Council's policies and procedures.
- Manage necessary contracts in line with Council's Procurement Policy.
- Ensure compliance with all relevant legislation, policy and procedures.

- Assist the Community Engagement and Activation Team and Manager Community Engagement and Activation as required

Work Health & Safety

- Required to take reasonable care of self and others in the workplace
- Cooperate with all health and safety policies and procedures agreed to by management and staff
- Report any unsafe conditions that are identified
- Not bypass or misuse systems or equipment provided for WH&S purposes.
- Must participate in WH&S training as required and contribute to the identification of hazards and assessment of risks as required.

Accountability and Behaviours

- To ensure that they are accountable for their behaviours in the delivery of their duties noted in the position and other functions relating to their role.
- To conduct yourself at all times in accordance with Council's Core Organisation Values when dealing with Council, Community, Customers and Councillors (4C's).

Organisational Values

- Apply and demonstrate the key organisational core values - Collaboration, Accountability, Integrity, Respect, Sustainability