

POSITION DESCRIPTION

Position Title	Manager Arts and Culture
Position No.	423
Position Status	Temporary Full-Time
Business Unit	Arts and Culture
Division	Community and Culture
Classification	Senior Executive Officer
	Terms and conditions of employment are in accordance with the current Wellington Shire Council Enterprise Agreement
Date Approved	March 2020
Approved By	General Manager Community and Culture

WELLINGTON SHIRE COUNCIL VALUES

Cooperation	Working together, teamwork, collaboration and being solution-oriented.
Integrity	Acting with respect, honesty, reliability, trust, tolerance and understanding.
Balance	Demonstrating fairness, equity and flexibility. Consider work-life balance and balancing community needs against resources.
Professionalism	Personal development and meaningful work, being competent, innovative and courageous, focus on excellence and continuous improvement.

POSITION OBJECTIVE

The Manager Arts and Culture is a member of the Wellington Shire Council (WSC) leadership team and is responsible for delivering a range of strategic services to the organisation. The Manager Arts and Culture manages:

- The Wedge Performing Arts Centre
- Port of Sale Wellington Centre
- Gippsland Art Gallery
- Wellington Shire Libraries

ORGANISATIONAL RELATIONSHIPS

Reports to	General Manager Community and Culture
Supervises	Director Gippsland Art Gallery, Coordinator Library Services, Entertainment Centre Manager, Wellington Centre Support Officer

Internal Liaisons	All Council staff and Councillors, Tourism and Visitor Economy team regarding visitor centre operations
External Liaisons	Customers, community groups, other art gallery and library and information services, performing arts centre providers and users, arts and cultural associations, service providers, state and federal government agencies and departments

DELEGATIONS/AUTHORISATION

This position has delegations / authorisation to exercise power as conferred by section 98(1) of the Local Government Act 1989 and other legislation referred to in [S6 Instrument of Delegation](#) to Members of Council Staff, [S7 Instrument of Sub-delegation](#) by the Chief Executive Officer to staff or [S11 Instrument of Appointment and Authorisation](#).

QUALIFICATIONS, EXPERIENCE, SKILLS AND KNOWLEDGE

Accountability and Extent of Authority

- Responsible for all facets of the Arts and Culture Unit operations and development, including resource management and budgeting.
- Provision of arts and culture services that align with the Wellington Shire Council Plan, Arts and Culture Business Plan and relevant Council Strategies.
- Effective operational decisions concerning the Arts and Culture Unit and its Port of Sale Wellington Centre, Gippsland Art Gallery, Library branches and networks, and The Wedge Performing Arts Centre.
- Preparation of recommendations and provision of specialist advice to senior management and Council, and provision of strategic direction in relation to all key responsibility areas.
- Supervision of staff, and through the relevant unit coordinators.
- Development and implementation of appropriate policies.
- Responsibly administer the Arts and Culture budget.
- Responsible for timely and accurate reports.

Judgement and Decision Making

- Have the ability to understand issues, deliberate outcomes and facilitate calm and unbiased issue resolution to acceptable levels.
- Provide leadership and strategic direction to an extensive workforce.
- Ensure all decision making is aligned with the leadership values of Council, relevant legislation, financial delegation, established policy and strategies.

Specialist Knowledge and Skills

- Demonstrated ability to think and act strategically.
- Extensive human resource leadership and management experience.
- Competent in the area of budgeting, financial management and reporting and business planning.
- Sound knowledge of management principles.

- Awareness of the cultural needs and expectations of the Wellington community.
- Sound knowledge of legislative requirements.
- Strong research and reference skills.
- Extensive problem solving skills.

Management Skills

- Ability to utilise Council resources (human, financial and other) effectively to achieve outcomes.
- Ability to achieve objectives within agreed timeframes.
- Ability to conceive and establish alternative service delivery methods.
- Ability to formulate budgets and achieve objectives within budget and time constraints.
- Ability to develop excellent professional relationships internally and externally.

Interpersonal Skills

- High level communication skills, both oral and written, particularly in report writing.
- Ability to lead and motivate a small team over a wide geographic area.
- A well-developed capacity to liaise, negotiate, relate effectively and gain the cooperation and assistance of a wide range of individuals and groups.
- Sound consultation and negotiation skills.
- Ability to develop and maintain effective working relationships with key stakeholders in order to achieve defined objectives.
- Ability to lead and motivate staff to achieve key organisational objectives.

Qualifications and Experience

- Demonstrated management and supervisory experience in a similar role.
- Demonstrated ability to manage complex relationships involving key stakeholders that result in positive community outcomes.
- Experience in managing customer service delivery.
- Experience in report writing.

The ability to obtain and maintain the following qualifications, registrations, certifications:

- Current driver's licence.

PEOPLE - RESPONSIBILITIES

Developing people, assigning work, setting work environment, monitoring performance, developing own and team's accountabilities.

- Undertake regular meetings with all direct reports and provide constructive feedback, coaching and direction to ensure position requirements and Corporate Performance Indicators (CPIs) are being met effectively and efficiently.
- Ensure formal performance appraisals are undertaken for all direct reports and staff, twice per annum and that the appraisal / reporting system is updated.
- Ensure all staff (and self) are aware of and adhere to, Council policies and Occupational Health and Safety requirements including task analyses (if applicable).
- Ensure all staff are developed in order to meet the technical, skill, governance and compliance requirements of their role.
- Ensure effective and timely communication of relevant matters via individual and/or business unit meetings.
- Ensure the effective recruitment and training of staff.

OPERATIONAL – RESPONSIBILITIES

Developing technical knowledge, monitoring technical systems, managing stakeholder relationships.

- Ensure that business unit CPIs, service levels and other targets are continually met and liaise with stakeholders to resolve any impacting issues.
- Develop and maintain all business unit policies and processes and ensure opportunities for improvement are identified and implemented.
- Lead continuous improvement activities as per Wellington Excellence by ensuring that all opportunities for improvement are identified and implemented.
- Review business unit systems view annually to ensure currency is maintained and that all business unit employees have a shared understanding of business unit purpose and direction.
- Work collaboratively with all teams and other stakeholders to ensure that effective internal and external customer service is delivered and established community engagement processes are followed.
- Identify, analyse and understand key business unit risks and mitigating actions and ensure that the risk management plan is current.
- Ensure input, maintenance and currency of the business continuity plan.
- Ensure that all business unit staff, and self, maintain complete and accurate records of all work-related activities including documentation and administration as per the Council's records management policy and adherence to the written style guide.
- Identify, analyse and understand key business unit strategic and operational risks, including Business Continuity Planning and associated mitigating actions. Ensure that your business unit risks are understood by your staff, and are actively reviewed by you in accordance with Council's Risk Management Framework document.

SCHEDULING - RESPONSIBILITIES

Aligning strategy to team outputs preparing plans, reporting on performance against plans, managing budget, planning and allocating resources, scheduling team's work.

- Ensure business unit activities are aligned with the strategic long term vision for Council, the Council Plan and Council Strategies, demonstrating alignment through regular planning and reporting activities.
- Ensure that operational plans, accountabilities, policies and processes are measurable, understood and implemented.
- Manage business unit annual budget and accurately enter into corporate finance system.
- Report monthly in corporate finance system on business unit expenditure, any variances and adjust phasing if required.
- Ensure all audit findings are resolved within agreed time frames.
- Ensure all business unit monthly reporting including progress and percentage completion of CPIs, business unit projects and other monthly highlights in the corporate planning and reporting system is completed.
- Accurately report service area data and other information annually to support LGPRF and Annual Reporting (as applicable).
- Assist with emergency related functions, by mutual agreement, in the event that the Municipal Emergency Management Plan (MEMP) is enacted, including the provision of emergency response, relief and recovery services to the community.

POSITION SPECIFIC - RESPONSIBILITIES

- Provide management of the Port of Sale Wellington Centre facilities and activities to ensure consistent delivery of high standards of service to the community as per corporate performance indicators.
- Ensure the accountability requirements of the State Government's Office of Library Services and Creative Victoria are fulfilled in accordance with corporate performance indicators.
- Manage the Art Gallery team to foster the development and appreciation of the visual arts in Wellington Shire in accordance with corporate performance indicators
- Manage the Performing Arts Centre team to deliver a broad range of activities to the community in accordance with corporate performance indicators.
- Manage the Library team to deliver informational, educational, cultural and recreational services to the Wellington community in accordance with corporate performance indicators.
- Manage the Port of Sale Wellington Centre team and co-manage, with the Business Development Manager, the visitor centre team in their delivery of day-to-day operations to maximise the overall utilisation of the facility in accordance with corporate performance indicators.