Arts and Culture Coordinator
POSITION DESCRIPTION

DEPARTMENT/UNIT
Department: Community Services
Unit: Community Development
Position Number: 623101

REMUNERATION
Classification: Band 6 of Golden Plains Shire Council Enterprise Bargaining Agreement No: 6 2010
Salary range: $65,948 - $71,883 per annum pro rata ($33.37 - $36.37 per hour)
Hours per week: 30.4
Appointment: Permanent part time
Prepared by: Prabha Kutty, Human Resources Team Leader
Approved by: Rod Nicholls, Chief Executive Officer
Date: March 2012

POSITION OBJECTIVES
- Develop and implement Council’s Arts and Culture Strategy.
- Develop healthy, vibrant and connected communities through increasing opportunities for participation in arts and culture.
- Identify and support initiatives that link arts practice with other Council programs.
- Enhance strategic partnerships with other levels of government, service providers and local communities.
ORGANISATIONAL RELATIONSHIPS

Reports to: Community Development Team Leader
Directly Supervises: Nil
Coordinates: Contractors, community groups
Internal Liaisons: Council staff
External Liaisons: The community, government departments, state and regional arts organisations, artists and art networks

KEY RESPONSIBILITIES AND DUTIES

Duties of the Position
- Coordinate and facilitate the planning and development of arts and culture programs and activities across the Shire
- Manage arts and culture programs and projects including supporting the professional practice of arts through contract administration and contractor supervision.
- Create and support development and networking opportunities for local artists, volunteer and professional cultural workers.
- Promote and market cultural initiatives within the Shire.
- Prepare quality funding submissions in a timely manner to attract external funding for arts program initiatives.
- Administer the budget allocated to specific arts and culture programs.
- Build partnerships with Government and community resource agencies in regional centres and contribute to regional arts planning activities
- Provide strategic advice and support to the Community Development Manager on arts opportunities, new initiatives and issues.
- Other duties within the scope of the employee’s skills, competence and training as directed.

Corporate Responsibilities
- Promote excellence in customer service and in conjunction with the Unit Managers, identify, review and implement strategies to improve service quality and efficiency.
- Maintain strong team relationships among colleagues and community groups, on a formal and informal basis, across all Council functions.
- Ensure the security of Council’s property and assets and maintain a commitment to the care of all Council’s property and assets.
- Participate as directed in training and education to maintain an up to date knowledge of emergency management responses.
- Provide administration, logistics and specialist support and advice during CEO identified emergency events.
- Comply with Council policies and procedures.

**General Responsibilities**
- Attend relevant training programs approved by the Unit Manager.

**ACCOUNTABILITY AND EXTENT OF AUTHORITY**
- The position provides advice and assistance to clients and manages resources.
- In providing advice to clients, freedom to act is subject to policies and regular supervision.
- In managing resources, freedom to act is governed by clear objectives and budgets with a regular mechanism to ensure adherence to goals and objectives.
- The effect of decisions and actions on individual clients maybe significant but is subject to review by a more senior employee.
- The position provides input into policy development.

**JUDGEMENT AND DECISION MAKING**
- The work is specialised with methods, procedures and process developed from theory and precedent
- The work may involve improving and/or developing methods and techniques generally based on previous experience.
- Problem solving involves applying known techniques to new situations.
- Guidance and advice are usually available.

**SPECIALIST SKILLS AND KNOWLEDGE**
The position requires:
- Proficiency in the application of arts and culture theory, including an awareness of the underlying principles as distinct from the practices.
- An understanding of the long term goals of the community development unit, and of the relevant policies of both the unit and the wider organisation.
- A familiarity with budgeting techniques.

**MANAGEMENT SKILLS**
- The position requires skills in managing time, setting priorities and organising work so as to achieve specific and set objectives in the most efficient way possible, and within the resources and time available.
- In supervising contractors, the position requires an understanding of and an ability to implement personnel practices including those related to equal employment opportunity and occupational health and safety.

**INTERPERSONAL SKILLS**
The position requires:

- The ability to gain cooperation and assistance from clients, members of the public and other employees in the administration of arts and culture programs.
- The capacity to liaise with their counterparts in other organisations to discuss specialist matters, and with other employees to resolve intra-organisational problems.

QUALIFICATIONS AND EXPERIENCE

The skills and knowledge required in this position are beyond those acquired through tertiary education alone. The role requires an individual with a tertiary qualification and experience in program management and community cultural development or a lesser formal qualifications and substantial relevant experience in the arts and culture field.

SELECTION CRITERIA

- Demonstrated understanding and experience in community development practice.
- Demonstrated success in managing the development of arts projects in collaboration with communities, government and service providers.
- Demonstrated success in supporting and empowering local artists, community arts organisations and project groups.
- Highly developed interpersonal and communication skills, including demonstrated report, presentation and submission writing skills.
- Ability to work independently and contribute towards the achievement of community development team goals.
- Broad knowledge of issues, trends and government policies and priorities impacting on communities in rural Australia.

OCCUPATIONAL HEALTH AND SAFETY

Council is committed to providing a safe and healthy work environment to all employees. Employees are expected to perform their duties in accordance with the Occupational Health and Safety Act 2004 and all Regulations, Codes of Practice and Council policies and procedures. In addition, employees are expected to:

- Conduct themselves in a manner that will not endanger themselves or others.
- Participate in Occupational Health and Safety training.
- Assist with audits of work procedures, equipment and workplaces.
- Identify areas of improvement by contributing to the Safety System within the Department.
- Contribute ideas and suggestions that promote safety awareness.
- Be aware of emergency procedures and codes.
- Report unsafe work practices, incidents, hazards and near misses.
- Report unacceptable workplace behaviours such as harassment and bullying.
RISK MANAGEMENT
Employees are required to follow all policies and procedures in relation to risk management (asset protection, security, public liability and professional indemnity). Employees are expected to:

- Participate in risk assessments.
- Demonstrate an understanding of, and a commitment to, Council’s Risk Management Standard Operating Procedure.
- Report all hazards and incidents of which they become aware.

EQUAL OPPORTUNITY
Golden Plains Shire Council offers a work environment free of discrimination, sexual or other harassment, victimisation, vilification and bullying. Employees are expected to contribute to the maintenance of such a work environment.

PRIVACY AND CONFIDENTIALITY
Employees must respect and protect the privacy and confidentiality of information gained or accessed during the course of their employment. Employees are required to comply with the Information Privacy Act, the Health Records Act and Council’s Information Privacy and Health Records policies.

Both during and after employment with Council, employees must not:
- Communicate confidential or private information to third parties.
- Make use of any information gained through employment at the Shire for any purpose other than the discharge of official duties.

OTHER REQUIREMENTS
- As a community services worker attendance at evening meetings and occasional weekend work are core components of the position. The officer is employer under the specific hours engagement clause of Council’s Enterprise Agreement (clause 33.12.3). This clause provides that there is no restriction on the days or times worked, provided that it is to an agreed roster and your hours do not exceed 152 hours over four weeks. Penalty rates will only be paid for approved additional hours worked in excess of 152 hours over 4 weeks. The supervisor is required to give 48 hours notice of any change to the agreed roster.
- Employment is subject to a satisfactory six month probationary period.
- Employees must comply with Golden Plains Shire Council’s Employee Code of Conduct.
- Completion of a pre-employment Disclosure of Pre-existing Injury or Disease form.
- A current Australian driver licence.
- A satisfactory National Criminal History Check.
FURTHER INFORMATION AND APPLICATION DETAILS

Further enquiries can be directed to Damian Waight, Community Development Team Leader on (03) 5220 7159.

Applications close **9:00am Monday, 16 April 2012.**

Applications should address the selection criteria and can be submitted either via letter or email to careers@gplains.vic.gov.au and should be addressed to:

Mr Rod Nicholls  
Chief Executive Officer  
Golden Plains Shire Council  
PO Box 111  
BANNOCKBURN VIC 3331

PLEASE NOTE:

Personal and Health Information collected by Council is used for recruitment purposes and, if the applicant is successful, will be used for HR purposes. Council may disclose this information to other organisations if required by law. The applicant understands that the personal and health information provided is for the above-mentioned purpose and that he or she may apply to Council for access to and/or amendment of the information. Information relating to unsuccessful applicants may be destroyed by Council 6 months after being received. Requests for access or correction should be made to Council’s Privacy Officer.