

Position Description

Position Title:	Coordinator Arts and Cultural Development
Business Unit:	Arts and Cultural Development
Department:	Community Arts, Culture and Library Services
Directorate:	Community Services
Classification:	Band 7
Date:	November 2019
Reports to:	Manager Community Arts, Culture and Library Services
Supervises:	<ul style="list-style-type: none"> • Arts and Culture Project Officer(s) • Arts and Cultural Programs Promotion Officer • Community Arts Programs Officer • Curatorial And Exhibitions Officer • Art in Public Places Officer • Venue Service Officer(s)
Internal Liaison:	<ul style="list-style-type: none"> • Manager, Community Arts, Culture and Library Services • Other Community Arts, Culture and Library Services Department members • Other Council Departments, especially Media and Communications, Planning, Community Services and Governance
External Liaison:	<ul style="list-style-type: none"> • Cultural Development agencies and organisations • Funding and other stakeholders • Artists and contractors for projects

1. Position Objectives

- Oversee the planning, development and delivery of high-quality cultural development services and projects to the community of the City of Greater Dandenong.
- Provide leadership to the Arts and Cultural Development team and work collaboratively with all areas of Council for innovative and creative arts and cultural outcomes.
- Identify and establish key strategic outcomes and programs for the Arts and Cultural Development Team that builds upon Council policy, strategy and program directions.
- Coordinate and oversee the effective planning for Community Arts, Cultural and Heritage facilities.

2. Key Responsibility Areas / Position Specific Responsibilities

****Also refer to Appendix 1 - Additional Key Responsibility Areas / Position Specific Responsibilities for all employees***

Main areas of responsibilities will include but is not limited to:

Policy, Planning, Program and Service Development

- Develop and review policies and plans for the provision of arts and cultural development services and activities in response to identified community need, within resources of Council and with recognition of diverse community cultures and traditions.
- Oversee the implementation of the Arts and Cultural Heritage Strategy and other relevant strategic initiatives of Council.
- Develop the concept and role of cultural development, public art and cultural venues that respond to and respect our culturally diverse community.
- Advise Manager Community Arts, Culture and Library Services on public art, cultural and facility issues likely to impact upon the local area, including funding policies of other government agencies.
- Encourage community involvement in the planning, management and evaluation of Arts and Cultural Development programs, services and facilities.
- Develop, implement and evaluate a diverse program of cultural services and activities that promote arts and cultural participation within Council's cultural venues, and across the region.

- Oversee the integrated promotion and marketing of activities for the unit and develop opportunities to promote arts and culture through a whole-of-Council approach.
- Identify innovative opportunities for increased community collaboration, engagement with and promotion of Council's arts and cultural services, programs, projects and facilities.
- Provide research and analysis to assist the Manager Community Arts, Culture and Library Services in the accomplishment of cultural projects and policy development.
- Undertake annual business planning with the Arts and Cultural Development team as appropriate.
- Assist the Manager Community Arts, Culture and Library Services in identifying key projects and implementation of corporate objectives.
- Provide strategic support to the Arts Advisory Board and other project steering committees as appropriate.
- Oversee the strategic direction of the cultural venues and work with Manager Community Arts, Culture and Library Services and the staff team to implement key future program and facility directions.
- Work in collaboration with key internal stakeholders to support and deliver arts and cultural initiatives, projects and programs.
- Participate in planning for future cultural facilities and infrastructure projects including community hubs, arts facilities and public art projects.
- Regularly monitor and review the functions and operations of the unit's activities and where appropriate, make recommendations for efficiencies and change to the Manager Community Arts, Culture and Library Services.

Staff Development

- Monitor the performance of staff to ensure adherence to operating protocols, providing regular, timely feedback to team members.
- Conduct regular staff performance reviews and development appraisals with supervised staff.
- Effectively work with staff in identifying appropriate training to enable individual skill development for enhanced performance and the achievement of aims and objectives.
- Counsel and mentor staff to achieve excellent outcomes according to continuous improvement principles.
- Oversee and participate in the recruitment processes for staff within the unit.
- Conduct and participate in regular team meetings to provide for staff input to operational and strategic matters and to provide information to all staff.
- Foster a positive and collaborative work environment.
- Support the team to build strong relationships with each other, other internal teams, with the community and with other key external stakeholders.

Administration

- Prepare reports for Council as requested by the Manager Community Arts, Culture and Library Services.
- Prepare submissions for funding and ensure compliance with conditions of funding.
- Prepare monthly budget reports and report on variances.
- In conjunction with the Manager Community Arts, Culture and Library Services prepare annual estimates for Arts and Cultural Development activities and monitor and report on the adopted budgets to ensure financial targets are met.
- Assist in the day to day administration of the Community Arts, Culture and Library Services Department including correspondence, customer enquiries, reports and attending meetings as required.
- Perform other duties as required by the Manager Community Arts, Culture and Library Services which are consistent with the objectives of the unit and the position.
- Develop and maintain effective information systems and promotion of Arts and Cultural services and programs.

Business Unit Responsibilities

- Undertake Emergency Management duties as required.
- At all times, maintain the strictest confidentiality regarding ratepayers, customers and employees.
- Make an ongoing, positive contribution to the Community Services Directorate.

3. Overall Position Accountability and Authorities

The position is directly held responsible for:

- Effectively lead and manage the Arts and Cultural Development team.
- This position is directly responsible for managing services, programs and projects, and participates in the development of policy.
- In regard to resource supervision, the freedom to act is governed by policies, objectives and budgets with a regular reporting mechanism to ensure achievement of the goals and objectives of the Arts and Cultural Development Unit. Decisions and actions taken at this level may have a significant effect on the programs or projects being managed or on the public perception of the wider organisation.
- The position provides information and/or specialist advice to community groups and agencies, which may be used by other levels of government and more broadly across Council. The freedom to act in this respect is subject to professional and regulatory review. The impact of decisions made, or advice given may have a substantial impact on individuals or groups.
- In regard to participation in the development of policy, the work may be of an investigative, analytical or creative nature, with the freedom to act generally prescribed by Manager Community Arts, Culture and Library Services or Director Community Services. The quality of the work can have a significant effect on the policies which are developed.

4. Judgement and Decision-Making Skills

Judgement and decision making will be within the following scope:

Independently:

- The role of this position is essentially problem solving in nature in relation to Arts and Cultural Development services, programs and projects. The nature of the work is specialised with methods, procedures and processes generally developed from theory or precedent. The problem-solving process comes from the application of these established techniques to new situations.
- Prepare and present comprehensive plans, reports on submissions.
- Apply and interpret statistical/economic/business data.
- Design, implement and manage social research and evaluation projects.
- Ensure a keen understanding of the process involved in gaining support and approval of Arts and Cultural Development recommendations/initiatives.
- Make recommendations to the Manager based on sound professional judgement, research and current trend analysis.

With Input:

From the Manager Community Arts, Culture and Library Services

- Make decisions based on input from appropriate consultation, including that gained from professionals with knowledge of sector.
- In consultation/collaboration with other staff, support the development of key strategic directions for Council on relevant issues.
- Ability to exercise discretion in relation to activity, project and program development and delivery using the advice of the Manager Community Arts, Culture and Library Services and team members where necessary.
- Where responsible for policy formulation, the primary challenge will be intellectual and will typically require the identification and analysis of an unspecified range of options before a recommendation can be made.

Guidance:

- Working with the Manager Community Arts, Culture and Library Services, work performed is guided by strategy; results are evaluated through consultation with the Manager Community Arts, Culture and Library Services for conformance with Council policies and procedures, and through the implementation of reports and recommendations.
- Guidance is not always available within the organisation.

5. Specialist Skills and Knowledge

The essential position requirements include:

- Balancing requirements of different stakeholders in project work, through proficiency in the application of theoretical disciplines in the search for solutions to new problems and opportunities.
- Where involved in policy formulation, analytical and investigative skills are required to enable the formulation of policy options from within a broad organisation-wide framework.
- An understanding is required of the long-term goals of the wider organisation and of its values and aspirations and of the legal and political context in which it operates.
- Keep up to date with the impacts of relevant legislation and acts related to staff, volunteers and others as appropriate within the role of the Community Arts, Culture and Library Services Department.
- Ability to review emerging needs of the Greater Dandenong community, provide recommendations to the Manager Community Arts, Culture and Library Services accordingly, including submitting applications for funding to meet identified needs. Accordingly, a knowledge of and familiarity with the principles and practices of budgeting and relevant accounting and financial procedures is required.
- Apply good professional judgement and organisational skills in order to coordinate the contributions of professional staff in multi-disciplinary settings.
- Work diplomatically and persuasively across Council, with community groups, agencies, and organisations.

6. Management and Interpersonal skills

The essential position requirements include:

- The ability to effectively lead, set priorities, motivate and support the Arts and Cultural Development Team, including strategic support to those located in other Council Units and Departments and the ability to build effective relationships internally and externally to Council.
- Managing time, setting priorities and planning and organising one's own work and where appropriate that of other employees so as to achieve specific and set objectives of the Arts and Cultural Development Team in the most efficient way possible within the resources available and within a set timetable despite conflicting pressures.
- An understanding of and ability to implement personnel policies and practices including awards, equal opportunity and occupational health and safety policies, recruitment and selection procedures and techniques, position descriptions and employee's development schemes. The position is also expected to contribute to the development and implementation of long-term staffing strategies.
- The ability to gain cooperation and assistance from artists, clients, members of the public and other employees in the administration of broadly defined activities and to motivate and develop employees.
- The ability to liaise effectively within Council and across other levels of Government, community organisations and groups to discuss and resolve specialist issues or conflicting interests and with other employees within their own organisation to resolve intra-organisational problems.
- The ability to liaise effectively with the public on sensitive issues and with all levels of leadership and with multiple stakeholders to resolve issues in relation to projects and initiatives.
- Demonstrate very high levels of interpersonal skill and ability including facilitating meetings and focus groups.

7. Qualifications and Experience (Key Selection Criteria)

Selection of the most suitable applicant will be based on the following:


Essential:

- Relevant degree or diploma qualifications along with significant subsequent relevant experience, including high level of knowledge and understanding of the principles and practices of cultural development, contemporary art practice and community engagement principles.
- Demonstrated high-level strategic thinking, project planning, implementation, and evaluation skills and ability to participate in, develop and maintain productive, sustainable community and professional partnerships to enhance arts and cultural development outcomes.
- A high level of initiative and a demonstrated ability to successfully progress plans, projects and activities in the face of challenging and/or ambiguous contexts, including a flexible, facilitative approach to problem solving, and conflict resolution.
- Demonstrated experience in staff management and leadership, including demonstrated ability successfully leading a team, involving establishment of key objectives, provision of support to staff, monitoring progress, and performance management.
- Demonstrated high level consultation, networking and advocacy skills, including a demonstrated ability to build relationships, seek input, and advocate with a wide cross section of community, Council, and other government stakeholders.
- Demonstrated high level verbal and written communication skills, with a demonstrated ability to prepare a wide range of reports and correspondence, as well as deliver verbal presentations of a high standard.
- Current Victorian Drivers Licence.

Verification

We certify that the content of this Position Description accurately reflects the overall role and accountabilities of the position:

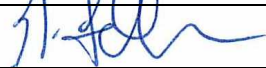
Prepared by:

Name:	Tilla Buden	Signature:	
Date:	18 November 2019		

Manager:

Name:	Tilla Buden	Signature:	
Date:	25 November 2019		

Director:

Name:	Martin Fidler	Signature:	
Date:	25 November 2019		

Position Occupant:

Name:		Signature:	
Date:			

Inherent Physical Requirements of the position

Not specific to this role (the position does not require more than 10-15% manual handling. A Task Analysis to identify detailed Physical Requirements of the role is not required).

Authorised by: Tilla Buden

Signature

Position Description

APPENDIX 1

Additional Key Responsibility Areas / Position Specific Responsibilities for all employees

Main areas of responsibilities will include but is not limited to:

Business Unit Responsibilities

- Undertake Emergency Management duties as required by assisting in Emergency Management activities.
- At all times, take responsibility for maintaining the strictest levels of confidentiality regarding ratepayers, customers and employees.
- Make an ongoing, positive contribution to the Directorate.

Change Management

- Positively embrace, adopt and meet the challenges of change as it occurs within the organisation while possessing a 'can do' attitude in order to embrace new tasks and to assist others.

Team Effectiveness

- A demonstrated ability to work in a team environment and actively participate as a committed and valued team member to ensure a cohesive approach to achieving team and corporate objectives.
- Be a team player and adopt team practices that support a team approach across the organisation by supporting each other in a team environment to recognise individual team achievements and achieve team targets.

Organisational Requirements

- A committed employee, behaving in a manner consistent with personal and professional workplace standards as outlined in Council's Code of Conduct and other Council policies, procedures and guidelines.
- Make a positive contribution to Council and be mindful of the requirements outlined in the Victorian Charter of Human Rights in the provision of service delivery while respecting the rights of colleagues and customers at all times.
- Act respectfully, responsibly and be accountable for your actions.
- Ensure compliance to relevant OHS regulatory requirements and implement, promote and maintain Council's OHS and return to work (RTW) policies, procedures, training programs and perform other duties as directed within the limits of acquired skills, knowledge and training.
- Understanding of and ability to work with diversity within the workplace and community.
- Perform other duties as directed within the limits of acquired skills, knowledge and training.
- Manage Council records in accordance with the relevant Council policies and corporate requirements to protect personal information.