

Position Description

WORKING TOGETHER FOR A THRIVING COMMUNITY



POSITION TITLE:	Public Art Project Officer
POSITION NUMBER:	4831
DIRECTORATE:	Placemaking Directorate
DEPARTMENT:	Urban Design & Place
CLASSIFICATION:	Band 6
REPORTS TO:	Cultural Planner
DIRECTLY MANAGES:	N/A
INTERNAL LIAISONS:	All Council Staff.
EXTERNAL LIAISONS:	Key Stakeholders including Community, Artists, Business, Developers and Government Agencies.
DATE:	October 2024

POSITION OBJECTIVES:

This position is responsible for overseeing the operations of the City's Public Art Program, while developing and implementing new public art projects as directed by senior staff and guided by the City's public art strategy and policy framework. The position is required to develop and maintain internal and external stakeholder relationships, facilitate engagement opportunities, and assist in creating opportunities for communities to engage and participate in public art initiatives. This involves encouraging collaborations, investment and providing expert advice to deliver on key objectives.

The position will assist the Senior Public Art Officer in maintaining accurate project records, project management tasks and undertaking community consultation, demonstrating awareness of best practise protocols for diverse cultural engagement.

POSITION RESPONSIBILITIES:

Key Responsibilities:

1. Be a key contact for internal and external partners in the development of public art project proposals.
2. Build internal relationships with council teams responsible for functions such as community strengthening, arts and cultural development, events, place activation, public realm, urban design and heritage.
3. Promoting involvement, active participation and collaborative efforts to drive the successful implementation of projects, and programs across council teams/assets and build opportunities for the development and showcasing of public artists.
4. Provide expert support and advice for artists, arts and cultural industry businesses, broker relationships across creative industries, share opportunities and facilitate networks.
5. Collaborate and deliver public art development projects with First Nation's artists.

6. Undertake reporting and administrative tasks including project planning, procurement, compiling statistics, meeting preparation, drafting and presentation of reports, submissions, correspondence, and associated research including project evaluation.
7. Support the commissioning and development of new public art initiatives including digital assets and projections to tell the stories of our region.
8. Regularly connect with external stakeholders and scope opportunities to partner or receive support to deliver inclusive art programs in public spaces including targeted commissions.
9. Actively identify and seek external grant funding opportunities, assist with grant applications, and manage all reporting requirements for successful submissions.
10. Engage with project partners and provide project information for the marketing and promotion of public art assets and programs.
11. Coordinate public art launch events.
12. Provide guidance and support to the Collections team in the care of the Outdoor Collection.
13. Adhere to all Council's policies and procedures relevant to this position.
14. Carry out other duties as deemed reasonable and appropriate to the role as directed from time to time.

Values:

Our values represent who we are and who we aspire to be. They are the tools to create the workplace culture we want. We are all accountable for this.

- Respect and encourage each other
- Create a healthy and safe environment for all
- Embrace new ideas and better ways to work
- Make people the centre of our business

Risk Management and Occupational Health & Safety Responsibilities:

- Understand and comply with Council OHS policies, procedures and legislative requirements relevant to the position.
- Perform work in a safe and appropriate manner.
- Ensure behaviour does not discriminate, bully or harass others.
- Take responsibility for own safety and that of others.
- Proactively report any incidents, injuries, hazards or unsafe work practices.

The following general physical and functional requirements may apply to this position. Specific physical requirements will be attached if applicable.

- Manual handling tasks.
- Prolonged periods of inactivity e.g. sitting at the computer.
- Regular keyboarding associated activities.
- Long / short distance travel between sites.
- Dealing with difficult clients and situations.
- Demanding deadlines.

CHILD SAFE:

City of Greater Geelong is committed to being a child safe organisation and has zero tolerance for child abuse. We recognise our legal and moral responsibilities in keeping children and young people safe from harm and promoting their best interests. We have specific policies, procedures and training in place to support employees, volunteers and contractors to achieve these commitments. We create environments where all children have a voice and are listened to, their views are respected and they contribute to how we plan for, design and develop our services and activities.

We are committed to:

1. Preventing child abuse occurring within our services, programs and facilities
2. Creating an organisational culture of child safety
3. Setting clear expectations of employees, volunteers and contractors as to what is required to keep children safe
4. Ensuring employees, volunteers, contractors are clear about their responsibilities when they suspect abuse of a child
5. Ensuring all suspected abuse is reported and fully investigated

DIVERSITY AND INCLUSION:

City of Greater Geelong recognises the value of the diversity and strength of Aboriginal and Torres Strait Islander cultures to the heritage of all Australians and encourages Aboriginal and Torres Strait Islander people to apply.

KEY SELECTION CRITERIA:

Qualifications:

1. Appropriate tertiary qualifications with some relevant experience or lesser formal qualifications with substantial relevant experience
2. Current Victorian Drivers Licence

Essential:

3. Extensive knowledge of and demonstrated experience in arts and cultural industries, combined with excellent stakeholder management and project management skills.
4. Substantial experience in developing and maintaining project management tools and templates.
5. Demonstrated experience in designing and implementing innovative and evidence-based solutions within an arts industry context.
6. Highly developed written, oral communication and time management skills
7. Highly developed interpersonal skills with the ability to influence others and resolve conflict.

Desirable:

- Tertiary Qualification in Arts Administration, Architecture, Building or Industrial Design and/or other related area
- Relevant experience in the development, management and implementation of arts and culture projects, services and programs, ideally within a local government context.

ACCOUNTABILITY AND EXTENT OF AUTHORITY:

- Responsible for developing and maintaining relationships and partnerships with key stakeholders.
- Professionally represent Council to community members at public events and forums.
- Responsible for providing advice to key stakeholders and strategic analysis and advice on the local, State and Commonwealth arts and cultural environment.
- Accountable for always maintaining a high level of professional ethics.
- Accountable for creating and capturing accurate and complete records of the business activities related to this position, in accordance with approved policy and procedures. This is applicable to both hardcopy and electronic information, including email.
- Responsible for the development of contracts, project plans, and status reports on project delivery.
- Coordinate events and activities that engage artists and community members in effective consultation.

JUDGEMENT AND DECISION MAKING:

- Ability to work with a high degree of autonomy, including the demonstrated ability to develop and implement strategies that support the delivery of key objectives.

- Application of established skills and experience for problem solving related to relevant topics.
- Required to make decisions on day-to-day basis under broad direction with guidance and advice available.
- This role is guided by Council policies and strategies, including the Public Art Strategy.
- Ability to develop and assess projects, services and programmes and provide recommendations to senior staff.

SPECIALIST SKILLS AND KNOWLEDGE:

- A comprehensive understanding of the role of public art within a local government context.
- An understanding of the Urban Design & Place strategic frameworks and guidelines.
- Ability to implement policies and strategies and broad understanding of the policies of State and Federal Governments, which impact on the capacity of local government to deliver services.
- Well-developed skills in arts and cultural research planning and project management.
- The ability to work in and understand a political environment.
- The ability to review, negotiate and critically appraise existing policies, procedures and deeds.
- Contract administration and contract management skills.
- Proficiency with all Microsoft software, data base and other relevant software e.g. GIS

MANAGEMENT SKILLS:

- Ability to multi-task, prioritise and manage multiple tasks, projects or demands, and deliver these within set timelines.
- Ability to manage own time, plan and organise own work particularly during busy, challenging periods.

INTERPERSONAL SKILLS:

- Ability to demonstrate Integrity, Responsibility, Innovation and Respect in all aspects of the position.
- Experience in community liaison and public relations.
- Ability to work as a member of a multi-disciplinary team of professional workers.
- Highly developed oral and written communications skills with the ability to liaise with all levels of stakeholders in both formal and informal settings.
- High level written and communication skills, including experience in engagement, liaison and customer service.
- Ability to work collaboratively both inside and outside Council, gaining cooperation from a variety of stakeholders and participants.
- Ability to foster teamwork and work cooperatively with clear communication.
- Ability to prepare and present documents including Council reports, correspondence to members of the public, briefing papers, responses to correspondence on behalf of senior management and Mayor, responses to discussion papers, funding submissions, policies and strategies and other relevant documents.

ADDITIONAL INFORMATION:

- Some outside of hours work and work from different locations may be required at times.