

**Position**

**Description**

***WORKING TOGETHER FOR A THRIVING COMMUNITY***

Greater Geelong: WORKING TOGETHER FOR A THRIVING COMMUNITY

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| **POSITION TITLE:** | **Public Art Project Officer** |
| **POSITION NUMBER:** | 4831 |
| **DIVISION:** | Investment and Attraction |
| **DEPARTMENT:** | Arts and Culture |
| **CLASSIFICATION:** | Band 5 |
| **REPORTS TO:** | Senior Public Art Officer |
| **DIRECTLY MANAGES:** | N/A |
| **INTERNAL LIAISONS:** | Arts & Culture Department: National Wool Museum, The Potato Shed – Bellarine Multi-Arts Centre |
| **EXTERNAL LIAISONS:** | Investment & Attraction Division: Other departments including - Events, Waterfront & Central Geelong, Enterprise Geelong, Central Geelong Action Plan, Tourism. Stakeholders, Contractors, and Consultants |
| **DATE:** | June 2020 |

**POSITION OBJECTIVES:**

This position will provide direct support to the delivery of key outcomes in the Public Art Strategy. Working across a broad range of public art programmes the position will respond to new project opportunities from internal Council departments and external community partners. The position will assist in creating project proposals and plans and assist in project delivery of approved projects.

The position will assist the Senior Public Art Officer in maintaining accurate project records, project management tasks and liaising with internal and external stakeholders.

**POSITION RESPONSIBILITIES:**

**Key Responsibilities:**

1. Be a key contact for internal and external partners who are wishing to develop a Public Art project proposal
2. Support the development and management of project documentation from project proposal, project delivery and project evaluation stages
3. Assist the Senior Public Art Officer to evaluate proposals in line with Public Art Strategy objectives and within available resources.
4. Provide project information to A&C staff managing the A&C trails app to ensure completed projects are effectively documented and available for online platforms.
5. Engage with project partners and coordinate public art launch events as required
6. Provide support to artists who have been commissioned by Council to achieve high quality outcomes in the public realm.
7. Adhere to all Council’s policies and procedures relevant to this position.
8. 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 eg. sitting at the computer.
* Regular keyboarding associated activities.
* Long / short distance travel between sites.
* Dealing with difficult clients and situations.
* Demanding deadlines.

**KEY SELECTION CRITERIA:**

**Qualifications:**

1. Tertiary Qualification in Arts and/or other related area.
2. A National Police Records check and/or Working With Children check may be required throughout your employment with Council.
3. Current Victorian Drivers Licence is essential where the need to drive a Council vehicle is required.

**Essential:**

1. Demonstrated experience supporting the delivery of arts and culture projects, services and programmes, ideally within a local government context;
2. Demonstrated experience in developing and maintaining project management tools and templates;
3. Well-developed written and oral communication skills.
4. Well-developed organisational and time management skills.
5. Well-developed interpersonal skills, with the ability to influence others and resolve conflict.
6. All candidates should display integrity, responsibility, respect for others and the ability to be innovative.

**ACCOUNTABILITY AND EXTENT OF AUTHORITY:**

In addition to those listed under the Key Selection criteria:

* Responsible for the development of draft public art project plans.
* Responsible for providing status reports on project delivery
* Responsible for the completion of public art projects, services and programmes in a timely manner and in accordance with policies and strategies.
* Responsible for supporting internal and external stakeholders to develop appropriate/achievable proposals that are realistic and inline with Departmental and Organisational priorities.
* Preparation of draft contracts to engage artists and contractors
* Coordinate events and activities that engage artists and community members in effective consultation.
* Professionally represent Council to community members at public events and forums
* Responsible for developing and maintaining partnerships with arts and culture stakeholders.
* Accountable for maintaining a high level of professional ethics at all times.
* 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.

**JUDGEMENT AND DECISION MAKING:**

* The position requires an independent worker who can maintain effective project management processes, the ability to work as a part of a team and follow through on agreed project plans and actions.
* Ability to identify and analyse problems and recommend actions for creating effective change/resolution.
* Ability to apply professional knowledge and experience in dealing with public aspirations.
* Ability to develop and assess projects, services and programmes and provide recommendations to senior staff.

**SPECIALIST SKILLS AND KNOWLEDGE:**

* A sound understanding of the role of Public art within a local government context.
* An understanding of the Arts and Culture Department’s goals and strategies.
* Experience in implementing policies and strategies.
* Experience in implementing arts and culture projects, services and programs.
* Experience in maintaining project briefs.
* Experience in effectively engaging with public
* Experience in the development and production of promotional material.
* Experience in supporting and working with artists, arts organisations and arts agencies.
* Ability to use personal computer including word processing, spread-sheeting, and the use of data base and other relevant software.

**MANAGEMENT SKILLS:**

* Ability to manage time and set work priorities, co-ordinate a range of projects simultaneously and respond to immediate needs.
* Ability to work as a part of a team.
* Ability to support Contractors, Artists and community members to meet project objectives within agreed time lines.
* Ability to assist in the compilation, monitoring and evaluation of project briefs.
* Ability to contribute to the Department’s staffing structure and staff development issues when required.
* An understanding and ability to implement personnel policies and practices.

**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.
* Strong oral reporting and communication skills.
* Strong written communication skills, including report writing.
* Ability to manage complex tasks, supervise and motivate colleagues.
* Ability to work with external stakeholders to develop partnerships and address arts and culture issues.
* Possession of well developed organisational skills.
* Ability to gain co-operation and support of others to achieve set goals.
* Ability to communicate effectively with stakeholders including residents, artists, Council staff, Councillors, State Government officials and community organisations.

**ADDITIONAL INFORMATION:**

* Employment may be subject to a three-month probationary period (please note that following consultation, this period may be extended by up to a further three months).
* Conditions of employment are as per your contract of employment.
* The City of Greater Geelong is an Equal Opportunity Employer and has a no smoking in the workplace practise and is also committed to Occupational Health and Safety (OH&S) in the workplace and therefore all employees adherence to all OH&S Policies and Procedures is mandatory.