

Community Development Officer – Arts & Culture

Position Number:	500140
Directorate:	Advocacy and Communities
Department:	Life Stages
Reports to:	Coordinator Community Development & Youth Services
Classification:	Band 6
Employment Status:	Permanent 0.6
Location:	Civic Centre Broadford – all employees may be directed to move either permanently or for temporary periods to other offices within the Shire due to operational requirements.
Date created/amended:	July 2021
Employee signature:	Date: / /

About the Organisation

Mitchell Shire

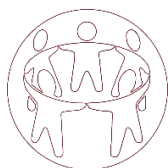
All employees at Mitchell Shire are expected to provide the highest standards of performance and customer service to ensure Council achieves its Vision, Values and meets organisational objectives.

Vision

Together with our Community, create a sustainable future.

Values

Mitchell has adopted the following values as fundamental to the way in which all staff within the Council will operate in their dealings with each other and the community. These are:



Working Together



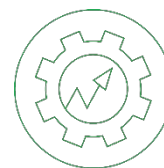
Respect



Customer Service
Excellence



Accountability



Continuous
Improvement

Structure

Mitchell Shire Council is broken into three Directorates being:

- > Organisational Performance
- > Economy, Growth and Infrastructure
- > Advocacy and Communities



About the Role

Objectives

- > To strengthen the community through a range of innovative, diverse, and professionally managed arts and cultural programs, projects, and services across the municipality.
- > To build local Arts and Culture capacity and sustainability through the development, planning and delivery of a range of arts projects, programs and policies that increase the communities' sense of place and participation in arts activities. This includes through supporting existing capacity within Local Artist communities and Local Arts Societies.
- > To develop and celebrate the Historical Culture of the Shire of Mitchell area and to assist in supporting the capacity and sustainability of the Historical record of the Shire of Mitchell, through supporting the Local Historical Communities and Societies of the Towns, hinterlands and specialist interest groups of local, State and broader significance.
- > A key role is facilitating opportunities for people and organisations within the Shire to participate in artistic and creative events.

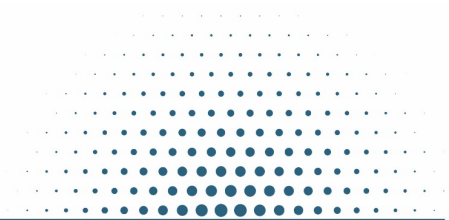
Key Responsibility Areas

Arts & Culture

- > Identify opportunities and develop programs which contribute to arts and cultural development.
- > Work with the Local Artist communities and Local Arts Societies to develop a program of expansion for the area, including, business, and professional skills programs.
- > Liaise with the local communities, individuals, agencies, community and regional groups wishing to develop, maintain or expand quality arts and cultural opportunities, programs and networks in the community.
- > Assist Council and community groups in identifying opportunities for funding of arts and cultural programs.
- > Identify and publicise to groups relevant government grants and opportunities.
- > Establish and maintain contact with relevant arts and cultural organisations and maintain an extensive knowledge of all development, policies and funding sources which may impact upon Council's delivery of arts and cultural services.
- > Contribute to the development of project specifications, project and contract management, monitoring and evaluation of arts and cultural projects, consultancies and programs.
- > Liaise with internal departments and staff to encourage the integration of public art works in capital works projects and developments within the Mitchell Shire.
- > Prepare and contribute to policy and strategy reports, which will improve the level of cultural opportunities
- > Develop consultative mechanisms or incorporate within existing mechanisms, which identify and ensure community needs are reflected in the development of arts and cultural services across the Shire.

Promotion & Marketing

- > Investigate, collate, and disseminate information to the community on arts and cultural events and activities
- > Assist in the preparation of promotional material such as media releases and marketing collateral.
- > To promote local arts and cultural activities, events, programs and facilities to local residents and visitors.



Events & Projects

- > Co-ordinate a range of arts & cultural events with the community to celebrate the diversity of our community.
- > Assist in the coordination of a range of Council events in conjunction with internal staff.
- > Undertake short term projects as determined by the Coordinator Community Development & Youth Services

Community Engagement

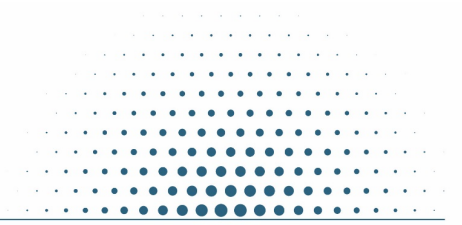
- > Develop opportunities and facilitate the involvement of local arts, cultural & community groups in council's diverse programs and events.
- > Identify gaps in arts & cultural programming and recommend new and innovative programs to meet these needs.
- > Build relationships and networks with residents and community groups to encourage their participation.
- > To respond as appropriate to community requests for assistance and information.

Stakeholder Management

- > To advise and support the local Historical Societies through the Mitchell Shire.
- > Provide advice and support in arts and culture related matters
- > Develop and maintain close liaison and networks with local cultural organisations.
- > Develop beneficial links with regional arts bodies.
- > Liaise with relevant officers within Council and at State and Federal levels in developing local arts and cultural opportunities.
- > Develop and maintain an inventory of local artists, performers, and tutors.

Financial Management

- > To secure sponsorship, funding and resources for community arts and cultural events, activities, programs.
- > Assist in the preparation, development, and management of Council's arts budget, including development of arts facilities.
- > Manage and monitor arts & cultural programs budgets relevant to program areas.



About You

Key Selection Criteria

1. Tertiary qualifications or appropriate experience in arts, arts administration, community development or related discipline.
2. Experience in designing and delivering community-based arts and cultural projects particularly in a local government context.
3. Experience in identifying and securing funding opportunities for arts related programs and projects.
4. Demonstrated experience in working with diverse stakeholders including community groups, arts organisations and government agencies.
5. Experience in designing and delivering community arts and cultural events.
6. Experience in arts and culture policy planning and research.
7. Project management experience, including knowledge of procurement, contractor engagement, supervision and occupation health and safety requirements.
8. Willingness to undertake a national Police Check.

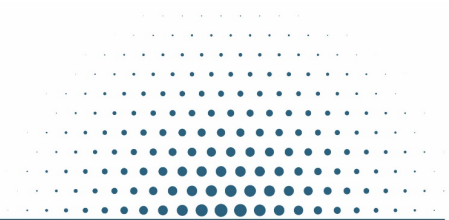
Qualifications and Experience

Essential

- > Tertiary qualifications in arts, arts management, community or cultural development and substantial experience in these fields.
- > Demonstrated experience working with community groups in the development of arts and cultural programs/and or historical societies and/or committees of management.
- > Demonstrated ability to support community based organisations such as historical societies and/or committees of management and to negotiate outcomes to meet community needs.
- > Project management experience, including knowledge of procurement, contractor engagement, supervision and occupation health and safety requirements.
- > Demonstrated excellent communication and interpersonal skills with a commitment to customer service, including sound negotiation and conflict resolution skills and proven experience in dealing with a range of stakeholders
- > Experience in partnership development to meet community outcomes.
- > Experience with Local Government or similar experience in public sector or not-for-profit sectors with a sound understanding of the social, political and legal frameworks in which Local Government operates.
- > Good report writing skills, with the ability to draft policy and strategy in the area of Arts and Culture
- > Current Drivers Licence
- > Current Working with Children's Check
- > Willingness to undertake a National Police Check

Desirable

- > Broad understanding of the Historical context of Shire of Mitchell
- > Ability to influence and improve outcome for the community in the area of Arts and Culture.



Position Requirements

Accountability and Extent of Authority

- > Accountable for developing the Arts, Culture and Heritage Strategy, including Public Art.
- > Accountable for managing Councils own Heritage Assets and ensure an inventory of Heritage items.
- > Independently lead key community and stakeholder engagement process and projects in relation to arts, culture and heritage projects and processes.
- > Participation in the development of the Council Plan and ongoing accountability reporting to ensure achievement of key objectives
- > Freedom to act is subject to regulations and policies
- > This position is accountable to the Manager Liveable Communities

Judgement and Decision Making

- > Use knowledge and experience to advise Council and community groups in identifying opportunities for funding of arts and cultural programs with relevant government grants and opportunities.
- > Be a subject matter expert for other stakeholders in matters relating to Arts, Culture and Heritage
- > Use demonstrated experience and skills in the building and oversight of stakeholder engagement and partnerships enhancement including negotiation, problem solving, relationship management and advocacy skills
- > Ability to make decisions knowing that guidance and advice is usually available

Specialist Skills and Knowledge

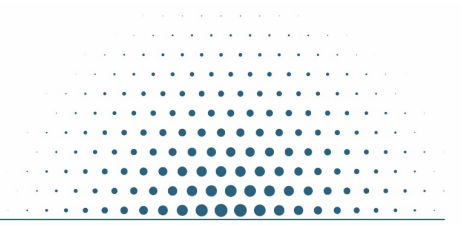
- > A broad knowledge of community arts processes.
- > Ability to attract funding through sponsorship and project grants.
- > Ability to support and work with community groups and organisations.
- > Ability to plan and manage projects from concept to completion.

Management Skills

- > Ability to plan and prioritise tasks and meet objectives within agreed timelines
- > Ability to work proactively and independently as well as in a team
- > Well-developed problem-solving skills
- > Demonstrated ability to successfully plan and implement arts and cultural programs and projects, as well as Heritage projects, involving diverse stakeholders both internally and externally
- > Ability to implement Equal Employment Opportunities and follow Occupational Health and Safety practices

Interpersonal Skills

- > Possession of well-developed organisational skills.
- > Strong written and verbal communication skills.
- > Ability to liaise effectively with residents, cultural groups, and Council staff.
- > Ability to coordinate, supervise and liaise with artists and the community.



Appendix A - Conditions of Employment and Responsibilities

Agreements, Legislations and Awards

Employment conditions for all employees are in accordance with the relevant award, employment contract, industrial agreement, organisational policies, and procedures as amended.

Current Certified Agreements at Mitchell Shire Council are:

- > Mitchell Shire Council Enterprise Agreement
- > Early Education Employees Agreement

Current Awards at Mitchell Shire Council are:

- > Victorian Local Authorities Award 2001
- > Nurses (ANF Victorian Local Government) Award 2002
- > National Training Wage Award 2000

Asset Management

Employees are expected to familiarise themselves with and abide by the Council's Asset Management policies, plans and strategies.

Charter of Human Rights Compliance

Council employees should demonstrate, respect, and promote the human rights set out in the Charter of Human Rights and Responsibilities by:

- > Making decisions and providing advice consistent with human rights
- > Actively implementing, promoting, and supporting human rights

Child Safe Standards

Mitchell Shire Council is committed to ensuring the implementing of Child Safe Standards within our organisation. As such:

- > All children, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, or family or social background, have equal rights to protection from abuse and neglect.
- > There is zero tolerance for all forms of abuse and neglect towards children.
- > All allegations, concerns and complaints brought to the attention of Mitchell Shire Council will be taken seriously and acted upon in a timely manner and reported to the relevant authority.
- > Best practice standards will apply in the recruitment of staff, volunteers, and contractors.
- > People engaged in child-related work, including volunteers and contractors, are required to hold the applicable Working with Children Check and to provide evidence of this check.
- > A statement of our commitment to child safety requirements is included in induction.
- > Mitchell Shire Council have risk management strategies in place to identify, assess, and take steps to minimise risks to children.
- > Allegations of abuse, neglect and safety concerns will be recorded using incident reporting systems, including investigation updates.
- > All personal information considered or recorded will respect the privacy of the individuals involved under the Privacy Act and the best interests of the child will be considered when sharing information with relevant authorities and agencies.



Corporate Recordkeeping Responsibilities

Mitchell Shire employees should demonstrate the following.

- > Understanding records management obligations and responsibilities
- > Making and keeping accurate and complete records of business activities and decision making
- > Creating records proactively including those resulting from telephone conversations, verbal decisions, meetings, emails, and letters
- > Ensuring the quality and accuracy of the data used or entered on Council databases and systems.
- > Destruction of Council records are not to occur without authority from the Corporate Information Department.

Code of Conduct

The Code of Conduct outlines standards of conduct and behaviour that must be demonstrated by all Mitchell Shire Council employees, volunteers, and contractors. You need to familiarise yourself with the Code and observe its provisions. Breach of the Code may result in counselling and disciplinary action. A substantial breach may result in termination of employment.

Corporate Induction

You will be required to attend a Corporate Induction within your first month at Council, commencing at 9am at Mitchell Shire Council Civic Centre on a date to be advised.

The People and Culture team also conduct quarterly bus tours of the Shire. This gives new employees the opportunity to see the shire in full and be familiar with our sights and operations.

Customer Service

Customer Service Excellence is one of Mitchell Shire Council's values and therefore staff are required to.

- > In accordance with Council's Customer Service Procedure, be proactive in the delivery of services ensuring that quality customer service is provided always whether the communications are delivered personally, electronically, written or by telephone with the customer.
- > Ensure a high-quality customer focused service at all times.
- > Contribute to excellence in service delivery and present a positive image for Council.
- > As required, maintain effective and co-operative communication with all customers, community groups/organisations, business, Council, and other Government authorities
- > Provide service in accordance with Council's Customer Service standards

Drivers Licence

If you are required at any point to drive a council or personal vehicle for business use, it is a condition of employment that a current Driver's licence is maintained. *Loss of your driver's licence may result in the termination of employment.* If your driver's licence is suspended or cancelled, you must inform your manager immediately.



Emergency Management

As part of the duties associated with this position, the incumbent may be requested to assist Mitchell Shire Council in responding to an emergency, should one arise, affecting the operation of council and/or the wellbeing of the Community.

Hours of Work

It is appropriate that you arrange your ordinary hours of duty with your Manager to meet the demands of the position. Mitchell Shire Council offers flexible working arrangements (where operationally viable) to encourage work life balance. A standard full-time employee works 76 hours per fortnight (this varies depending on department), with additional hours each day if a monthly ADO is being accrued.

Accrued Day Off (ADO) and Rostered Day Off (RDO)

An ADO/RDO is applicable for some positions, with the following arrangement.

Monthly ADO

A Monthly ADO is available to full time staff. As a full time, indoor staff member, the standard working day is 7.6 hours. By working an additional .4 hours per day, you are able to accrue one day off per month. For full time library staff, the standard working day is 7 hours. By working an additional 0.36 hours per day, you are able to accrue one day off per month.

ADO's must be taken at a mutually convenient time. Your Manager will approve when the ADO is to be observed, based on service delivery requirements of the unit. Hours cannot be increased via a reduction in standard break times.

Fortnightly ADO

A 9-day fortnight generally applies to outdoor staff. This is accrued by working 8.5-hour days for 9 days per fortnight, with the 10th day being the RDO. Your Manager will determine and roster the day that is to be observed to suit service delivery requirements of the unit. Hours cannot be increased via a reduction in standard break times.

Motor Vehicle

Where a position is allocated a **full private use vehicle** entitlement, the employee may opt to take a cash option of their vehicle allowance and utilise their own private vehicle.

Where a position is allocated **commuter use of a council vehicle**, that vehicle is not to be utilised for any personal use without prior arrangement from the Director.

More information on Vehicle and Travel allowances can be found in the Motor Vehicle Policy.

Policies and Procedures

The terms of the Council's policies are not incorporated as terms of this Agreement and are not intended to create any legally enforceable rights on the part of the Officer, but the Officer must abide by them because they are lawful and reasonable directions of the Council.

Pre-Employment Checks

Your employment is dependent upon successful completion of a National Police Check prior to commencement. The cost of this check will be borne by Mitchell Shire Council.



Working with Children Checks are compulsory for some staff and must be provided prior to commencement. These are to be maintained at the employee's own expense.

A Pre-Employment Medical Check *may* be conducted on staff, to ensure they are able to operate in their role safely and effectively.

Qualifications Required for the Role

It is a condition of your employment that you maintain the qualification and memberships that are identified in the Position Description. The cost of maintaining those qualifications and memberships will be borne by the employee. Any Continuing Professional Development (CPD) hours required to maintain your qualification and memberships are to be undertaken outside of normal working hours.

Qualifying Period

All employees are required to complete a six-month qualifying period from the commencement of their employment. Management shall assess employees' performance on the job, including the satisfactory achievement of the performance objectives set in the employee's commencement plan, skills and knowledge represented, the commitment to and how the employee's work reflects the core values, attendance, and cultural fit.

Management shall determine during the qualifying period whether the employee has/is successfully achieving the requirements of the role. Where, in the opinion of management, the employee will not or has not successfully achieved these requirements, employment may be terminated during the qualifying period.

Recognition of Prior Service

Recognition of Prior Service can be made for those employers listed as applicable under the Local Government (Long Service Leave) Regulations 2012.

An application for RPS must be made to the payroll department on your Employee Registration Form upon commencement (no later than 2 months after commencement).

Payroll

Payment of salary is made on a fortnightly basis (currently every second Wednesday), by electronic transfer to your nominated financial institution account.

Risk Management and Occupational Health and Safety

Council Employees should comply with Occupational Health and Safety Legislation, Risk Management requirements and all Council policies, procedures, and guidelines. This includes (but is not limited to) the following:

- Perform all duties in a manner which demonstrates due care for your own and others health and safety.
- Comply with Risk and OHS documentation and legislative requirements.
- Identify and report hazards, risks, incidents or health and safety issues as soon as possible.
- Participate in Risk, Safety and Health Initiatives including investigations, implementation of corrective actions, risk assessment or return to work arrangements.
- Wear and maintain all issued personal protective equipment.



Superannuation

Council will contribute to the Vision Super Scheme or an approved superannuation fund of your choice on your behalf at the rate of 10% of the base salary offered (excluding staff who have agreed a Total Remuneration Package (TRP)). This contribution amount is in addition to (not deducted from) your base salary.

Types of Employment

Employees should be aware that Mitchell Shire Council employs staff on several types of employment contract. This includes the following types.

Casual Employees will be employed on an hourly basis to work on an intermittent or irregular basis. We cannot guarantee set hours of work. In order to manage our casual staff, we undertake periodic database checks. Any casual employee who has not worked within that period may automatically be removed from the system.

The hourly rate of a casual employee includes the 25% loading in lieu of annual leave, personal leave, public holidays, and severance entitlements.

Part Time Employees can work hours in addition to their contracted hours. These hours will be paid at ordinary rates. Employees can work ordinary rates to a maximum of 38 hours within a week, for library staff 35 hours. Any hours worked in addition to maximum hours will be paid at overtime rates or time in lieu will be calculated in accordance with the Enterprise Agreement, Award and policy as amended from time to time.

Variances to Duties

In line with operational requirements of Council it may be necessary, to vary your work duties and/or position description. Such changes would be discussed with you prior to initiation and will be compliant with the nature of the work for which you were employed.

You may be required to work from or relocate to any Council work site within the Council municipality depending on operational requirements.

Working with Children Check

Where a valid Working with Children Check is a mandatory requirement of the role, employees must immediately report to their Manager and People & Culture any revocation or cancellation of their WWCC. Council will consider the circumstances involved and determine the appropriate action, which may include termination of employment based on the evidence or issues leading to the revocation.