

## Special Projects Officer Public Art

### Position Description

<b>Directorate</b>	Community and Environmental Services	<b>Department</b>	Cultural Services
<b>Reports To</b>	Cultural Activation Coordinator	<b>Direct Reports</b>	No
<b>Queensland Local Government Industry Award - State 2017 - Stream</b>	Stream A - Division 2, Section 1 - Administrative, clerical, technical, professional, community service, supervisory and managerial services	<b>Moreton Bay Regional Council Certified Agreement 2022 EBA5 Wage Level</b>	Schedule 1, Level TBC

### Position Purpose

To provide specialist public art project planning and implementation of the SEQ City Deals Public Art Initiative projects to ensure high quality outcomes for the City of Moreton Bay and the Australian Government.

### Key Responsibilities and Outcomes

As a Special Projects Officer Public Art you will:

- Lead the project planning and implementation of Council's SEQ City Deal Public Art Initiative projects.
- Undertake project management and administration activities, including procurement, resource scheduling, project monitoring and reporting, project documentation, quality assurance and record keeping.
- Develop project communications, reports, briefings and presentations for key stakeholders including funding partners at all levels of government.
- Build strong relationships with internal and external stakeholders, specialist suppliers and fabricators to ensure project deliverables and outcomes are achieved.
- Work as an integral part of the project team to support the achievement of project and Council deliverables.

### Our Values

Our values shape the way we behave, how we interact with each other and our customers. They underpin our decision making and are our guiding principles for how we work every day. As a team member you will take individual accountability for demonstrating the values expectations and behaviours.

**SERVICE**
**TEAMWORK**
**INTEGRITY**
**RESPECT**
**SUSTAINABILITY**

<b>Decision Making</b>	
<i>Budget</i>	N/A
<i>Delegations</i>	Delegations under the Local Government Act 2009 and as directed and published in Council's Delegation Register

<b>Knowledge &amp; Experience</b>
<ul style="list-style-type: none"> <li>• Substantial expertise and demonstrated experience in undertaking all aspects of end-to-end project management and delivery on public art projects.</li> <li>• Demonstrated ability to develop project documentation including specifications, schedules and contracts in line with relevant policies and standards.</li> <li>• Demonstrated ability to engage stakeholders and develop effective working relationships with range of internal and external parties to deliver optimal outcomes.</li> <li>• Excellent presentation and communication skills, both written and verbal.</li> <li>• Excellent time management skills to achieve proficiency and effectiveness in managing conflicting priorities and meeting deadlines.</li> <li>• Ability to work constructively in a team environment.</li> <li>• Knowledge of government functions, systems, and processes.</li> </ul>

<b>Qualifications</b>
<ul style="list-style-type: none"> <li>• Tertiary qualifications in creative industries or equivalent experience.</li> <li>• Project Management qualifications or equivalent experience.</li> <li>• Current C Class Drivers Licence</li> <li>• Current Confirmed Suitability for Child Related Employment from the Blue Card Services, Public Safety Business Agency (Working with Children Check).</li> </ul>

*Note: This position description reflects a summary of the key accountabilities of the position, it is not intended to be an all-inclusive list of duties, steps and tasks. Leaders may direct team members to perform other duties at their discretion.*