

► POSITION DESCRIPTION

POSITION TITLE:	Arts, Culture & Reconciliation Officer
DEPARTMENT:	Community and Corporate Services
UNIT:	Community & Economic Development
TENURE:	Permanent Part Time (0.8EFT)
CLASSIFICATION:	Band 5
LOCATION:	Daylesford Visitor Information Centre and various other locations within the municipality
DATE APPROVED:	February 2019

### Hepburn Shire Council Organisational Values

#### Accountability

- We will be responsible for our choices
- We will acknowledge and learn from our mistakes

#### Respect

- We will accept people's differences
- We will look for the best in people and value their contribution
- We will treat people with respect and dignity

#### Excellence

- We will perform to the best of our ability
- We will commit to learning and growing
- We will strive to achieve the organisation's long term vision

#### Trust

- We will encourage creativity and innovation
- We will value everyone's contribution
- We will lead by example
- We will act honestly

#### Fun

- We will acknowledge and celebrate our successes
- We believe in getting involved
- We will promote a healthy sense of humour

## POSITION OBJECTIVES

- Facilitate community participation to develop and support the creative industry and communities throughout Hepburn Shire.
- Support a diverse range of innovative, well managed arts, culture and heritage programs that benefit the broader community.
- Develop partnerships with community, Dja Dja Wurrung Aboriginal Clans Corporation (DDWACC), other LGAs and reconciliation partners to implement Council's Reconciliation Action Plan.
- Guide the promotion and future planning of Council's art and cultural spaces and programs, including public art appropriation and maintenance.
- Develop and enhance information sharing and engagement between Council and community groups using a range of techniques.

## KEY RESPONSIBILITY AND DUTIES

### Reconciliation

- Further develop positive relationships with Dja Dja Wurrung Aboriginal Clans Corporation (DDWACC) and the broader Aboriginal and Torres Strait Islander communities.
- Identify opportunities to promote reconciliation activities within the community that foster dialogue and promote awareness.
- Facilitate and administer the RAP Community Reference Group and internal Working Group.
- Collaborate internally within Council to identify opportunities to implement RAP deliverables and key actions.
- Understand and participate in the broader reconciliation conversation happening locally, regionally and at State and National level to support Hepburn Shire reconciliation activities.
- Support all stages of the reconciliation journey, including review of existing Reconciliation Action Plan and development of future Reconciliation Action Plans.

### Public Art

- Deliver the annual Public Art commissioning program in consultation with the Public Art Panel and community.
- Facilitate and administer the Public Art Panel.
- Valuation and cataloguing of Council's Art and Cultural Collection.

## Arts & Cultural Development

- Act as the catalyst and support the discussion and development for artistic and cultural partnerships and policy/programs.
- Support the delivery of cultural heritage development projects undertaken by Hepburn Shire Council, community groups, and contract staff.
- Collaborate with communities to support the planning, delivery, monitoring and review of arts, culture and heritage programs.
- Design, review and deliver the Museum Development Program as required to support and strengthen capacity of Museums throughout the Shire.
- Develop community connection and build strong relationships and networks with individuals, artists, organisations and groups to facilitate participation in arts and cultural activity.
- Liaise with relevant State government department(s), including Creative Victoria, Regional Arts Victoria, Film Victoria as required, as well as strengthening existing partnerships in the Central Highlands region.
- Engage with cultural communities to ensure their needs and aspirations are visible to Council through coordinating and integrating Council's support for Arts and Cultural activities across the Hepburn Shire.
- Support volunteer organisations within the Shire to present cultural heritage to their communities.
- Support opportunities for increased cultural tourism and development of creative industries including activities within the Film and TV industry.
- Review and update relevant art and cultural policies as required.

## Funding

- Proactively develop proposals and identify programs in anticipation of available funding.
- Actively identify and seek external grant funding opportunities and manage all reporting requirements for successful submissions.

## Occupational Health & Safety

- Follow safe work practices, procedures, instructions and rules at all times.
- Perform all duties in a manner that ensure personal health and safety, and that of others in the workplace and the general public.
- Regularly inspect own immediate work environment and report all hazards or incidents that can cause harm or that represent a threat to public safety.
- Ensure compliance with the provisions of the Occupational Health and Safety Act and Regulations at all times.

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### Risk Management

- Ensure Council’s Risk Management policy, program and the application of sound risk management practices within the workplace and community are observed and complied with at all times.
- Minimize damage or loss of property in your control and report any damage, loss or exposures observed.

### Emergency Management

- Assist with response / recovery arrangements in accordance with Council’s Municipal Recovery Plan.

### Other Duties

Responsibilities and duties included in this Position Description are subject to the Multi-skilling provisions of the relevant Award and/or the Hepburn Shire Council Enterprise Agreement.

### ORGANISATIONAL RELATIONSHIP

Reports to:	Coordinator Community Partnerships
Supervises:	Nil
Internal liaisons:	Chief Executive Officer Councillors Council staff
External liaisons:	General public Service suppliers Media Other municipalities State Government Advisory Committees Arts organisations and practitioners Community Planning Groups Community Groups Recognised Cultural Heritage Groups Recognised Traditional Owner Groups

## ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Responsible for independently maintaining relationships with external liaisons with advice and guidance available from more senior officers on complex or sensitive matters.
- Freedom to act within clear objectives and authorised budget limits, and will work within a regular reporting framework in order to ensure adherence to goals and performance objectives within established timeframes.
- Support the development of Art, Cultural Development and Reconciliation policies and procedures.
- Adopt a pro-active risk management approach to all Council activities that the incumbent is responsible for and ensure that risks are identified, quantified and controlled and that Council employees, contractors and the community are protected against reasonable loss.
- Accountable to the Coordinator Community Partnerships for the timely and accurate performance of the prescribed duties in accordance with the policies and procedures of Community Services and Council.

## JUDGEMENT AND DECISION MAKING

- Judgment and decisions will be made on all matters which are the responsibility of the position, provided that these are within delegated authority, legislative requirements, established policy or recognised standards.
- Problem solving is required using the incumbents technical knowledge and knowledge acquired through previous experience in cultural development.
- Where previous experience does not exist the incumbent will exercise some initiative and creativity to solve problems.
- Guidance and advice is provided within timeframes required to make decisions.

## SPECIALIST KNOWLEDGE AND SKILLS

- Proven ability to develop and sustain collaborative activities with all community stakeholders.
- Ability to interpret and understand relevant policies, procedures and guidelines, and the long term goals of the Community & Economic Development Team, and the wider organisation.
- Demonstrated knowledge and practical experience developing arts, culture and heritage programs.
- Knowledge and familiarity with the principles and practices of budgeting and managing projects within budgets.
- Understanding of project management and project delivery with a focus on achieving results on time and within budget.
- Understanding of community engagement techniques and practices.

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- Understanding of data collection and analysis to assist in making evidence based decisions/recommendations.
- Support the preparation of detailed written submissions, reports, and funding applications.

### MANAGEMENT SKILLS

- Demonstrated ability to effectively manage time, plan and set priorities, and organize own work to achieve individual and department objectives within agreed timeframes.
- Ability to plan and implement a balanced and safe range of activities.
- Demonstrated flexibility with high levels of initiative and the ability to work with minimal supervision.
- Project management skills including development, implementation, review and monthly reporting.
- Ability to initiate and provide Coordinator Community Partnerships with regular and timely updates on work in progress and potential issues.

Adherence to all Hepburn Shire Council's policies and procedures including but not limited to:

- Code of Conduct
- Acceptance of Gifts and Hospitality
- Information and Privacy
- Equal Opportunity
- Counselling and Discipline
- Protected disclosures

### INTERPERSONAL SKILLS

- A sensitive, patient and respectful attitude towards people from diverse backgrounds and groups.
- Demonstrated ability to work as part of a team and independently.
- Strong communication skills and the ability to establish and maintain positive internal and external relationships with a variety of stakeholders to build mutually beneficial relationships.
- Ability to prepare correspondence, project plans and Council reports.
- Demonstrated flexibility with high levels of initiative.

## QUALIFICATIONS AND EXPERIENCE

- Degree or Diploma and some relevant experience, or lesser formal qualifications with 3-5 years experience in cultural development.
- Experience and practical understanding in one or more of the following - community development/community engagement/arts administration/cultural development, arts and culture policy and programs/cultural heritage development.
- Experience in project management, preparing funding applications and organising events.
- Experience in working with local community groups is preferred.
- A current Victorian driver's licence is essential.

## VARIATION TO CONDITIONS OF EMPLOYMENT

These conditions of employment, your duties and your location may be varied by Council during the term of your employment.

The Terms and Conditions in this Position Description are to be read in conjunction with the General Terms and Conditions of Employment.

## KEY SELECTION CRITERIA

Selection will be based on the following Selection Criteria; however, reference will also be made to other listed skills, knowledge and attributes as required in the Position Description.

1. Experience and practical understanding in one or more of the following - community development/community engagement/arts administration/cultural development, arts and culture policy and programs/cultural heritage development.
2. Demonstrated ability to establish and maintain partnerships with a wide range of stakeholders.
3. Demonstrated experience or knowledge of reconciliation programs, events and the Reconciliation Action Plan (RAP) requirements.
4. Demonstrated ability to manage competing priorities while maintaining high quality outcomes.
5. Ability to demonstrate and display the Hepburn Shire Council Values - Accountability, Respect, Excellence, Trust and Fun, and how they relate to this role.

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The following signatures are required to indicate understanding, agreement and approval of the position description. This position description is current at the date of issue and is subject to review at least annually, in consultation with the employee.

AUTHORISATIONS

CEO \_\_\_\_\_

Director \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_/\_\_/\_\_

Signed \_\_\_\_\_ Date \_\_/\_\_/\_\_

Manager People & Culture \_\_\_\_\_

Employee Name \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_/\_\_/\_\_

Signed \_\_\_\_\_ Date \_\_/\_\_/\_\_



### CONDITIONS OF EMPLOYMENT:

Employment conditions for all employees are in accordance with the relevant award, employment contract or industrial agreement. Currently the awards pertaining to Hepburn Shire Council employees are:

- Victorian Local Authorities Award 2001
- National Training Wage Award 2000
- Hepburn Shire Council Enterprise Agreement (#7) 2013 (Agreement ID AE405723)

Arrangements specific to your employment and work place will be explained to you during the recruitment process. For further details, copies of Awards and Agreements can be downloaded from Fair Work Australia [www.fwa.gov.au](http://www.fwa.gov.au).

You will be responsible for the duties as outlined in this position description and any such duties, which could be reasonably asked of a person in this position, as designated to you by your supervisor.

### APPLICATION PROCESS

The selection process has been designed to ensure that all eligible applicants have an equal opportunity to demonstrate their skills and suitability for the position. The selection process may include skills tests or work samples where appropriate, reference checking, psychological profiling, a medical examination and police check (where appropriate).

Appointment to positions within Hepburn Shire Council is on the basis of merit.

### KEY SELECTION CRITERIA

The Position Description should be read very carefully as this describes the core duties and requirements of the position and outlines the criteria used as a basis for selecting the most appropriate person for the job.

### Unless specified it is mandatory to address the key selection criteria.

We recommend that rather than stating you can meet each criterion; give specific examples illustrating particular skills which will enable us to determine how you meet the criteria of the position.

### MORE INFORMATION

The Contact Officer's name is stated on the Job Advertisement. If you have any queries please contact this person, so your questions can be addressed promptly. Speaking to the contact person may assist you in your decision on whether to apply for the position.

### CANVASSING OF COUNCILLORS AND COUNCIL OFFICERS:

Canvassing of Councilors and Council Officers, either indirectly or directly that may influence the outcomes of this application may be deemed a disqualification.

### WHERE TO SEND APPLICATIONS:

Applications will be kept strictly confidential and should be addressed to -

Hepburn Shire Council –  
Attention CEO Mr Aaron van Egmond  
(write name of position applying for)  
P.O. Box 21  
Daylesford VIC 3460