



City of
Norwood
Payneham
& St Peters

ARTS OFFICER

POSITION & PERSON DESCRIPTION

November 2022

GENERAL

Position & Person Descriptions form an important part of an integrated planning process to ensure that individual performance, and the required outputs and outcomes of each position within the organisation, align with the strategic and corporate directions of the Council as set out in the *CityPlan 2030: Shaping Our Future*. The *Organisational Values* are an integral component of the organisational culture and all staff are expected to perform their duties within the framework of the *Organisational Values*.

The Position & Person Description also provides the basis upon which selection criteria for the position are determined.

DEPARTMENT:	Chief Executive's Office
UNIT:	Arts, Culture & Community Connections
SECTION:	
ORGANISATIONAL RELATIONSHIP:	<p>This position reports directly to the Manager, Arts, Culture & Community Connections.</p> <p>The Position is also expected to work in collaboration with staff from across the organisation to achieve the required outputs and outcomes.</p>
DIRECT REPORTS:	Nil
AWARD & CLASSIFICATION:	<p><i>South Australian Municipal Salaried Officers Award</i> and the <i>City of Norwood Payneham & St Peters' Municipal Officers Enterprise Agreement</i></p> <p>General Officer, Level 4 <i>Fixed term – 3 years</i></p>

OVERVIEW

The Arts Officer works with the community and the Manager, Arts, Culture & Community Connections to develop a local arts and cultural identity which contributes to building community strength, spirit and culture.

The Arts Officer facilitates a planned and detailed approach to the development of arts and culture within the City and encourages active participation in arts and cultural initiatives as a means of building community strength, inclusion and cohesion.

Through effective project management, the Arts Officer also facilitates the involvement of key stakeholders in the development of local arts and culture and enhancement of the urban environment through the provision of public art and supports the implementation of the Council's *Public Art Program*.

ORGANISATIONAL VALUES

At the City of Norwood Payneham & St Peters, all staff are committed to improving the quality of services which are provided to the community. In order to ensure that we achieve this, we have embraced the Business Excellence Framework as a mechanism for implementing continuous improvement and as part of this we have adopted a set of Organisational Values and Community Well-Being Model.

The Organisational Values (which are summarised below and attached to this document) form an integral part of the Position & Person Description.

The Organisational Values are a shared set of values to assist in guiding staff behaviour in terms of how we interact with each other and the Elected Members, as well as how we treat people in our community as part of our day-to-day operations and service delivery.

Our Values are:

<i>Our People</i>	We are passionate, committed, empowered and accountable and we recognise the contribution of others.
<i>Working Together</i>	A positive team, we work collaboratively in an open, honest and transparent environment, supporting each other to get things done.
<i>Leadership</i>	Leading by example, we all live our values, inspire each other and deliver clear and consistent direction.
<i>Excellence</i>	We strive for excellence in everything we do and we encourage innovation and quality.
<i>Integrity</i>	We demonstrate respect and honesty in everything we do and always act in the best interests of our citizens and our community.
<i>Service</i>	We seek to improve quality of life for our citizens and our community and we treat all stakeholders with respect.

POSITION OBJECTIVES

- To facilitate and implement a planned approach to the development of arts and culture within the City of Norwood Payneham & St Peters.
- To work with the community, Elected Members, Council staff and other stakeholders, to develop a local arts and cultural identity to ensure that the City is well known and well regarded for its arts and culture.
- Enhance the urban environment through the provision of public art and through implementation of the Council's *Public Art Program*.
- Encourage active participation in arts and cultural initiatives.
- Project management of arts and cultural initiatives.

KEY RESULT AREAS

- *Operational Responsibilities*
 1. Cultural Planning
 2. Development of Public Art Programs
 3. Coordination and Collaboration
 4. Community Capacity Building
 5. Project Management
- *Organisational Responsibilities*
 1. Corporate Governance
 2. Environmental Sustainability
 3. Work Health & Safety and Injury Management
 4. Organisational Values

OPERATIONAL RESPONSIBILITIES

Key Responsibilities & Key Tasks

1. CULTURAL PLANNING

- To assist in the review and revision of the Arts Strategy.
- To promote an integrated approach to arts and cultural development across the organisation.

Performance Indicators

- Review of Arts Strategy is completed with clear, viable, integrated strategies developed for implementation.
- The Arts Strategy is endorsed by the Council.
- The Arts Strategy is integrated across the organisation.

2. DEVELOPMENT OF PUBLIC ART PROGRAMS

- Assist in the development of appropriate policies to guide the Council in respect to its *Public Art Program*.
- Implement public art projects in line with the Council's strategic directions.
- Develop and maintain a database of appropriate funding sources.
- Prepare content for external funding sources to facilitate an ongoing public art program.

Performance Indicators

- An appropriate Public Art Policy and implementation plan is developed in consultation with appropriate stakeholders.
- Projects are delivered on time and on budget.
- Increased public art.
- Database is established and maintained.
- Additional funding is sourced for public art projects.
- Strategic project bids are developed for consideration as part of the annual budget process.

3. COORDINATION AND COLLABORATION

- To facilitate the involvement of key stakeholders and the community in the development of local arts.
- To identify and support community arts, cultural groups and associated organisations.
- To undertake effective consultation and planning with key stakeholders, including local artists, community and business groups and government agencies.
- To assist with establishing relevant, issue-based community cultural development initiatives and source appropriate funding.
- Collaborative partnerships are established between the Council and other key stakeholders, including the arts and cultural sector, community, business and governmental agencies

Performance Indicators

- Key stakeholders are identified and involved in arts and cultural projects.
- A register of local artists and community cultural resources is established and maintained.
- Key stakeholders are informed of cultural planning.
- Issues are identified and prioritised and responsibilities identified.
- Opportunities for collaboration are developed.
- Increased community participation in arts and cultural activity.

4. COMMUNITY CAPACITY BUILDING

- To encourage active participation in arts and cultural initiatives as a means of building community strength, inclusion, cohesion and resilience.
- To identify issues and specific target groups for inclusion on projects and initiatives.
- To build community awareness of local facilities and services.

Performance Indicators

- Identified target groups are engaged in arts and cultural activities.
- Opportunities for cross-generational, cross-cultural and location-based activities are provided.
- Opportunities to use local venues for events and activities are maximised.

5. PROJECT MANAGEMENT

- To assist in the development of project management plans for projects, as required.
- Deliver projects on time and on budget.
- To provide regular project updates and prepare reports as required.

Performance Indicators

- Needs are researched, analysed and documented.
- Project briefs and project plans are developed, with clear objectives and timeframes.
- Projects are delivered within budget parameters.
- Regular information is provided to the Manager, Arts, Culture & Community Connections.
- Appropriate reporting to Council is undertaken on a regular basis.

ORGANISATIONAL RESPONSIBILITIES

Key Responsibilities & Key Tasks

1. CORPORATE GOVERNANCE

- Contribute to the development of Corporate & Departmental Business Unit Plans.
- Promote and develop the Council's image, standing and role in the community as and where the opportunity presents itself.
- Demonstrate and promote a "citizen first" approach when dealing with the community.
- Contribute to the delivery of quality services and identify areas for service delivery improvement.
- Demonstrate and promote Fair Treatment and Equal Employment Opportunity Principles in the workplace.
- Contribute to the organisation's continuous improvement program and the Organisational Strategy.
- Observe and uphold the Organisational Strategy in accordance with the Council's *CityPlan 2030: Shaping Our Future*.
- Pursuant to *Section 110* of the *Local Government Act*, observe and uphold the *Code of Conduct for Council Employees* and the Council's relevant Policies.
- Attend any training required in the position.

Performance Indicators

- Positive participation in the Corporate & Departmental Business Unit planning processes.
- Positive image of Council is portrayed at all times.
- Increase in community satisfaction with regard to the delivery of quality services.
- Increased awareness of and compliance with Fair Treatment and Equal Employment Opportunity Principles.
- Positive participation in the organisation's continuous improvement program, Organisational Strategy and required training courses.

2. ENVIRONMENTAL SUSTAINABILITY

- Consider and ensure best environmental sustainability practices in line with *Outcome 4: Environmental Sustainability*, of the Council's *CityPlan 2030: Shaping Our Future*, when undertaking duties and in the delivery of services.

Performance Indicators

- Demonstrated commitment to environmental sustainability when undertaking work-related duties.
- Timely reporting of environmental incidents as per the *Accident / Incident Report Form (WHS-02680)*.

3. WORK HEALTH & SAFETY and INJURY MANAGEMENT

- In accordance with *Section 28* of the *Work Health and Safety (WHS) Act 2012*, while at work you must:
 - take reasonable care of your own health and safety; and
 - take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons; and
 - comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the Council; and
 - cooperate with any reasonable policy or procedure of the Council.
- As part of the Council's safety management system, all workers are required to:
 - report any hazards, near misses, incidents, accidents, injury or ill-health which arise in the course of, or as a result of, their work;
 - correctly use, and maintain, any clothing and equipment provided for the purposes of WHS;
 - maintain their workplace in a tidy and safe condition;
 - ensure that their safety, and that of others, is not affected by the consumption of alcohol or other drugs;
 - not interfere with, remove or displace any safety devices, guards or protective equipment unless it is part of an approved maintenance or repair procedure; and
 - actively participate in consultation and consideration of all WHS issues that are pertinent to their workplace.

Performance Indicators

- Increased awareness of, and compliance with, WHS legislation.
- Safe working practices utilised which are WHS compliant.
- Competency levels maintained and kept up-dated as required.
- Timely reporting of hazards and risks to ensure prevention is attempted at all times.
- Immediate reporting of all accidents and incidences.

4. ORGANISATIONAL VALUES

- Observe and uphold the Organisational Values and conduct all affairs in accordance with *Our Values* at all times in the discharge of all responsibilities, accountabilities and outcomes.

Performance Indicators

- Compliance, observance and adherence to Organisational Values (Our Values) at all times.

PERSON SPECIFICATION

QUALIFICATIONS AND/OR EXPERIENCE

- Qualification or experience in community or cultural development, arts administration or cultural planning will be highly regarded.

KNOWLEDGE

- Sound knowledge of community cultural development theory and practice.
- Sound knowledge of community development principles and processes.
- Knowledge of arts and cultural industries and community cultural development networks.
- Well developed understanding of public art commissioning.
- Knowledge of the role and function of Local Government.

SKILLS

- Demonstrated project management skills
- Demonstrated event management skills
- Ability to problem solve, work flexibly and negotiate.
- Consultation skills.
- Effective interpersonal communication skills, including the ability to facilitate meeting and workshops and encourage collaboration.
- Effective written communication skills, including the ability to develop funding submissions and official reports.
- Effective time management skills.
- Ability to work independently, with minimal supervision.
- Ability to exercise initiative and judgement in the planning and implementation of projects.
- Ability to work cooperatively and collaboratively across Council Departments, with Elected Members, governmental agencies and organisations, arts organisations, artists, business owners and the community.

EXPERIENCE

- Experience in community cultural development.
- Experience in working with both the community and governmental agencies.
- Experience in planning and implementation of arts and cultural initiatives in a variety of mediums and settings.
- Experience in managing community cultural development projects and budgets.

PERSONAL ATTRIBUTES

- Divergent thinking skills and the ability to articulate ideas.
- Creativity and flexibility of approach.

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- The ability to appraise own strengths and weaknesses, style and aptitudes, together with an openness to feedback.
- A willingness to embrace continuous personal improvement.

DELEGATION & AUTHORITY

- As set out in the relevant Delegations Schedule as approved and varied from time to time by the Council.
- This position is part of the Arts, Culture & Community Connections Unit and reports directly to the Manager, Arts, Culture & Community Connections.

JOB REQUIREMENTS

- National Criminal Record (Police) Clearance with no adverse findings.
- Department of Human Services (DHS) Working With Children Clearance.
- Work Health & Safety (WHS) Competencies and training requirements include:
 - Sun Smart UVR (induction)
 - Hazardous Chemicals Awareness (induction)
 - Drugs & Alcohol Awareness (induction)
 - Environmental Hazards General Awareness (induction)
 - Hazardous Manual Tasks Awareness (induction)
 - Fatigue Awareness (annual)
- Be fit to undertake the inherent job requirements and the physical demands of the position and remain so during employment in accordance with reasonable work, health and safety expectations, and relevant policies and procedures.
- Completion of training & attainment of skills applicable to Award Classification.
- Attend training courses and relevant staff development courses and maintain competency levels.
- Complete duties as requested by a more senior officer than yourself.
- Complete duties within the timeframes allocated.

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DATE CURRENT INCUMBENT APPOINTED:

DATE CURRENT INCUMBENT TO COMMENCE:

AGREEMENT:

This Position & Person Description accurately reflects and describes the responsibilities, accountabilities, duties, skill requirement and the expected outputs and outcomes for the position of Arts Officer.

APPROVED BY:

Mario Barone PSM
CHIEF EXECUTIVE OFFICER

Date

This Position & Person Description which reflects and describes the responsibilities, duties, skill requirements and the expected outputs and outcomes for the position of Arts Officer has been read and agreed to by

TBA
ARTS OFFICER

Date

Our Values Behaviour Statements

Our People
We are passionate, committed, empowered and accountable and we recognise the contribution of others.

Working Together
A positive team, we work collaboratively in an open, honest and transparent environment, supporting each other to get things done.

Leadership
Leading by example, we all live our values, inspire each other and deliver clear and consistent direction.

Excellence
We strive for excellence in everything we do and we encourage innovation and quality.

Integrity
We demonstrate respect and honesty in everything we do and always act in the best interests of our citizens and our community.

Service
We seek to improve quality of life for our citizens and our community and we treat all stakeholders with respect.

Individual Behaviour

Our People

- I take responsibility for my own actions.
- I commit to being approachable, positive and contributing 100%.
- I am thoughtful, respectful and interested in others.

Working Together

- I offer praise and encouragement to my peers.
- I pull my own weight and willingly contribute to share the load.
- I commit to listening and being open to new ideas.

Leadership

- I am a role model and I demonstrate this in my daily behaviour.
- I make time for all others.
- I provide and am receptive to constructive feedback.

Excellence

- I take pride and ownership in my work.
- I aim to be the best I can be.
- I am willing to go above and beyond.

Integrity

- I am open, honest and reliable.
- I am respectful of others opinions.
- I am efficient, effective and outcome focused.

Service

- I understand and uphold the 'big picture' service of our organisation.
- I am empathetic and adaptable to customer needs.
- I am willing to assist wherever possible.

Organisational Behaviour

Our People

- We engage with and have confidence in the ability of Our People.
- We appreciate differing work/life balance requirements.
- We encourage Our People to seek career-relevant opportunities for personal and professional development.

Working Together

- We are aware and respectful of individual skills, needs and abilities.
- We are committed to removing barriers and silos.
- Communication is a key element of effectively working together.

Leadership

- We offer support and encouragement.
- We are consistent in our leadership and sustainable decision-making.
- Our expectations are reasonable and we provide clear direction.

Excellence

- We recognise and celebrate high achievement and innovation.
- We are committed to the Australian Business Excellence Framework (ABEF).
- We seek and foster the best in Our People.

Integrity

- We offer a safe and supportive working environment.
- We are open, honest and transparent in all our business endeavours.
- We are the role model for our community.

Service

- We have the right people in the right jobs.
- We engage with our community to understand their needs.
- We are committed to best quality customer service.



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Service Behaviours and Capabilities

Our People demonstrate the following service behaviours and use the capabilities to train, develop and focus our skills to ensure we are equipped to provide excellent service

	Behaviours	Capabilities
<p>One Council working together</p> <p>We believe that by working together seamlessly we provide an outstanding experience</p>	<ul style="list-style-type: none"> • I will collaborate to get better outcomes • I will deliver in a mutually agreed timeframe • I will reflect on how my actions contribute to the whole experience 	<ul style="list-style-type: none"> • Understanding of Systems Thinking and the impact of your actions and decisions • Role clarity and understanding your role and the role of others
<p>Own the experience</p> <p>We know that service we provide is outstanding because each of us owns the whole experience from initiation to the outcome</p>	<ul style="list-style-type: none"> • I will put myself in the customer's shoes which will guide my actions • I will be courageous to give the customer the best experience I can • I will follow up and follow through 	<ul style="list-style-type: none"> • Ability to be courageous in addressing customers' needs and trying new solutions • Emotional intelligence • Ability to follow up the service through the system • Active listening skills
<p>Bring my best</p> <p>We know that we impact the people we are serving so we choose a positive impact every time</p>	<ul style="list-style-type: none"> • I will be professional and positive • I will ask for feedback and reflect on my service to improve • I will practice self-regulation, self-care and know when to ask for help 	<ul style="list-style-type: none"> • Skilled in giving and receiving constructive feedback • A commitment to stay up to date in technical skills and knowledge • Employs strategies to maintain personal and professional resilience
<p>Be adaptable</p> <p>We know who we are serving and adapt our style to deliver what they need</p>	<ul style="list-style-type: none"> • I will ask enough questions to understand what service is needed • I will adjust my approach to suit the situation • I will be proactive, consider alternatives and creative solutions 	<ul style="list-style-type: none"> • Skilled in being agile and adaptable • Ability to look for alternatives for best outcomes
<p>Keep it simple</p> <p>We remove barriers and blockers that get in the way of outstanding service</p>	<ul style="list-style-type: none"> • I will use language that is easy to understand • I will actively listen and stay focused on the situation at hand • I will offer relevant answers and solutions 	<ul style="list-style-type: none"> • Ability to communicate well and use positive and constructive language

