

CULTURAL HERITAGE COORDINATOR POSITION DESCRIPTION

Department:	Community Development
Unit:	Library Services
Section:	-
Reports To:	Manager, Library Services The position is also expected to work in collaboration with all positions across the organisation.
Direct Reports:	Administration Assistant
Classification:	South Australian Municipal Salaried Officers Award and the City of Norwood Payneham & St Peters' Municipal Officers Enterprise Agreement General Officer, Level 5
Special Conditions:	Fixed Term Contract – Five (5) Years

PURPOSE

The Cultural Heritage Coordinator is responsible for implementing the Council's Cultural Heritage program including:

- coordinating the Cultural Heritage Centre operations, staff and volunteers
- ensuring cultural heritage services underpin the Program's function, and delivers responsive and high-quality services
- delivering high levels of community activation, celebration and education within the Cultural Heritage Centre and across the City of Norwood Payneham & St Peters
- providing efficient and effective management of the City's cultural heritage collection to ensure that it is accessible and supports cultural heritage outcomes within the City
- working in partnership with internal and external stakeholders to deliver an integrated and valued cultural heritage function.

KEY RESPONSIBILITIES

Venue Management & Activation

- Coordinate the Cultural Heritage Centre operations, including supervision and leadership of centre staff and volunteers, to create a welcoming environment for the community to learn, connect and experience local heritage.
- Develop operational plans, manage budgets, ensure operational systems and processes respond to current and emerging community needs.
- Provide practical assistance to organisations, groups and individuals to access local historical and cultural heritage collections and services.
- In partnership with the Arts, Culture & Community Connections Unit, and across the organisation, coordinate a program of interactive, contemporary and progressive cultural-based initiatives to create an environment that supports increased community participation.

Exhibition Curation, Events & Collaborative Initiatives

- Through effective project management, plan, implement and evaluate collaborative cultural heritage activities, programs and initiatives, at the Centre, and across the City, that connect diverse audiences to the City's tangible cultural heritage; intangible cultural heritage; and natural heritage.
- In partnership with local Kurna and First Nations Peoples, champion collaborative Aboriginal cultural heritage initiatives to recognise and celebrate the past, act in the present and build a better future, where the wider community can learn and experience Kurna and First Nations culture and heritage.
- In collaboration with staff in the Arts, Culture & Community Connections Unit and other internal stakeholders, plan and curate an annual Arts & Cultural exhibition program at the Cultural Heritage Centre as well as touring exhibitions across the City.
- In collaboration with the Coordinator, Events & Marketing, coordinate requirements for exhibition and program promotions, including preparing content for social media and other promotional and marketing campaigns.

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Service Excellence & Best Practice

- Support the development, implementation and reporting of Council's cultural heritage strategies and related business plans.
- Stay current with customer needs and trends and interdependency with government priorities and directions.
- Liaise with Local, State and Australian Governments, and other relevant stakeholders, to identify collaborative and best practice opportunities that can be applied at a local level.
- In partnership with relevant staff, develop and implement practical mechanisms and processes to preserve, display and store the physical collection and improve community accessibility to historical records and resources, including, but not limited to, opportunities for digital collaboration across local and state collections and systems.
- Prepare Council and committee reports and submissions for external funding as required.
- Foster the relationship and cooperation with the League of Historical Cities and member cities.
- Provide cultural heritage content for the City of Norwood, Payneham & St Peters website and social media platforms to ensure the information is relevant, engaging and meeting the needs of the local community.

Research & collections

- Provide advice on cultural heritage matters and where relevant, the associated Local, State and National legislative and policy frameworks.
- Assemble historical information by consulting sources of information such as historical indexes and catalogues, archives, council records, newspaper files and other materials.
- Identification, assessment and interpretation of places and objects that have cultural heritage value.
- Manage the display, preventative conservation and storage of the cultural heritage collection and cultural resources.
- In partnership with local historians, historical organisations, local museums, galleries, and record management institutions support mechanisms for information sharing and the collaborative development of online resources, events and programs that align to Council's objectives and strategic management plan, City Plan 2030: Shaping Our Future.

SELECTION CRITERIA

Essential Criteria

- Demonstrated knowledge and experience in developing and maintaining significant collections including the identification, assessment, conservation and interpretation of places and objects that have cultural heritage value.
- Demonstrated knowledge and sound understanding of cultural heritage and other planning legislation and associated or related institutional arrangements and responsibilities.
- Demonstrated high level communication and interpersonal skills including report writing, analysis and problem solving, and experience in facilitation, mediation and negotiation.
- Demonstrated project management, exhibition/event management and program development skills.
- Demonstrated people leadership experience.
- Ability to self-reflect and demonstrate organisational value and behavioural standards.

Desirable Criteria

- Qualification or experience in cultural heritage, history, Indigenous studies, Australian studies, anthropology or related discipline.

JOB REQUIREMENTS

- National Criminal Record (Police) Clearance with no adverse findings.
- Department of Human Services (DHS) Working With Children Clearance.
- Current drivers licence
- 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.
- Complete training & attainment of skills applicable to the Award Classification.
- Attend training courses and relevant staff development courses and maintain competency levels.
- Adhere to Council policies, procedures, guidelines and standards.
- Complete other duties as required.

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WORK HEALTH & SAFETY (WHS) RESPONSIBILITIES

- All Workers
- Prioritise safety in the workplace.
 - Take reasonable care of your own health and safety, as well as others', in line with Section 28 of the Work Health & Safety Act 2012.
 - Comply with legislation, policies, procedures and participate in WHS training.
 - Proactively identify and report hazards, incidents, injuries and property damage, using appropriate reporting systems.
 - Use tools and equipment correctly to protect the health and safety of yourself and others.
 - Ensure you are medically and physically fit to undertake the requirements of your position.
 - Follow reasonable safety instructions.
 - Not attend work while under the influence of alcohol, drugs or any substance that may impair your ability to work safely.
- Leaders
- As a leader, you are also responsible for:
- Implementing the Council's WHS Management System and ensuring team compliance.
 - Leading the development, implementation and monitoring of WHS policies and procedures.
 - Identifying, assessing, and controlling workplace hazards to minimise risks.
 - Investigating hazards and incidents and implementing control measures.
 - Reporting work-related injuries promptly.
 - Promoting a safe workplace by resourcing and supporting health, safety, wellbeing and return to work.
 - Providing workers with information, instruction, supervision and training, particularly during workplace changes.
 - Actively participating in WHS initiatives, audits and discussions.
 - Supporting workers in the Return-to-Work process.
 - Integrating WHS and risk management into recommendations to the Executive Leadership Team and Council.

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WHO WE ARE



AGREEMENT

By accepting this position, you acknowledge and agree to the following:

- I have read and understood the requirements and expectations of this position description and I confirm that I have the ability to fulfil the inherent position requirements;
- I accept that this position description is descriptive of the type of duties that I will undertake during my employment and is not intended to be all-inclusive;
- I accept that the organisation may require me to carry out any duties that are within the level of skills and competence expected of my classification level;
- I understand that the City of Norwood Payneham & St Peters may amend the position responsibilities to meet business and operational requirements as positions develop over time; and
- I accept my role in fulfilling the Council's Values and Strategic Goals.

APPROVED BY: **READ & AGREED TO BY:**

Mario Barone PSM
CHIEF EXECUTIVE OFFICER
Date _____

Insert Name of Incumbent.
CULTURAL HERITAGE COORDINATOR
Date _____