

Position: **Team Leader Arts and Culture**

Classification: Band 6

Status (FTE): Permanent (1.0)

Department: Community and Corporate

Occupant: Vacant

Date: June 2018

1. Position Objectives

To drive Council's vision of a culturally vital community where arts, culture and creativity link people through shared activities, creating stronger communities and connections to the place for residents and visitors by:

- Leading the development and delivery of Council's Arts and Culture Plan.
- Driving the outcomes of the Bass Coast Arts and Culture Advisory Committee.
- Management of the Wonthaggi Union Community Arts Centre.

2. Key responsibility areas

Arts and Culture

- Leading the development of an ambitious plan for arts and culture in Bass Coast with a strong understanding of the diversity of culture and rich history within Bass Coast.
- Provide leadership for the Bass Coast Arts and Culture Advisory Committee, by driving the planning and delivery of innovative and contemporary arts projects, festivals and activities through collaboration with internal and external stakeholders.
- Management of Council's Art Collection, including touring opportunities.
- Preparing and presenting Council reports, grant funding applications and advocacy papers on behalf of the Bass Coast Arts and Culture Advisory Committee.
- Lead the promotion of arts and culture in Bass Coast, inspiring the continued growth and support of practising artists and increasing visitation opportunities to the Shire.

Wonthaggi Union Community Arts Centre

To be responsible for the efficient and cost effective delivery of all services of the Centre, through;

- Developing and implementing Centre policies and procedures ensuring best practices.
- Assistance to the Coordinator Recreation and Culture in the preparation and presentation of Centre financial reports and annual budgets.

- Providing team leadership of the Centre's permanent, casual and volunteers through well planned rosters, meetings and professional development opportunities.
- Responsibility for a growing program of cultural activities, in response to the community's needs.
- Building relationships with key stakeholders both internal and external to grow the Centre's business.
- Driving the expectation of efficient and friendly customer service, through face to face, telephone and online interactions.
- Initiating a strong connection to the community through incentives and membership opportunities.

3. Organisational relationships

Reports to: Coordinator Recreation and Culture

Supervises: Centre Technician, Film and Promotions / Centre Box Office,
Arts and Culture Officer / Casual and Volunteer Staff

4. Accountability and extent of authority

While being accountable for the quality, cost and timeliness of work carried out, there is freedom to act by set objectives or budgets. May have formal input into policy development and be required to give specialist advice with regular supervision.

- Accountable for performing all duties in accordance with all relevant goals, objectives, standards and policies related to the Community and Corporate Division.
- Knowing, understanding and improving systems both internal and external
- Ensuring you follow effective risk management practices, identify hazards in the workplace and actively contribute to a safety culture.
- Understanding and complying with organisations principles, standards, policies and procedures, including: Working Together (Equal Employment Opportunity), Code of Conduct, and the Customer Service Charter.
- Ensuring you understand your information management responsibilities and that records are created, captured and monitored in accordance with legislation, regulations and standards and Council's internal policies and procedures.
- Contribute to emergency management activities when required and directed by the General Manager.

5. Competencies

5.1 Judgement and Decision Making

Work is usually specialised and may involve problem solving skills that can be adapted to situations. Guidance and advice is usually available within time to make a decision.

- Problem solving - solve problems in a demanding operating environment and contribute to strategy and policy development for the Division and Council.
- Decision Making - make decisions on all matters which are the responsibility of the position, provided that these are within delegated authority, legislative requirements,

established policy or recognised standards but may also be outside established processes.

- Data analysis - demonstrated data analysis skills.
- Political awareness - capable of determining the level of confidentiality to apply to any given issue, and awareness of the political sensitivities of Local Government.
- Self-motivation - operate effectively with and without supervision.

5.2 Specialist Skills and Knowledge

Requires an understanding of the team's and organisation's policies, regulations, precedents and long term goals. Proficient in using and explaining standard procedures, policies, guidelines and legislation

- An ability to facilitate, support and work with community groups and commercial organisations.
- An understanding of performing arts venues and the important role they play in the community.
- Ability to document procedures, report on operational matters and develop written discussion papers.
- Understanding of the Bass Coast Towards 2030 vision the Council Plan and the Arts and Culture Plan 2015-2019.
- An understanding of the longer term goals and objectives of the Council and its - values and aspirations, and the legal, socio-economic and political context.
- Knowledge of relevant legislation and the prevailing Bass Coast Enterprise Bargaining agreement.

5.3 Management skills

Managing time and employees, planning and organising own work within time available. Able to implement EEO, OH&S, HR and budgeting practices for team.

- Provide team leadership and direction that enhances collaboration between team members and broader Council departments.
- Ability to manage staffing levels within expected programming needs and budget allocations
- Ability to plan and organise own work to enable project objectives are achieved within agreed timeframes.
- Ability to effectively implement systems, policies and operating procedures.
- Ability to manage information flow upwards and downwards from an organisational perspective.

5.4 Interpersonal skills

Relate to others to gain cooperation and liaise with others for the specialist work being undertaken. Skilled in discussing and resolving matters and problems.

- Ability to identify and build networks and partnerships between Council and community groups to deliver high-quality arts and cultural projects.
- Capable of implementing changes in the work place.

- An ability to facilitate, support and lead work with community groups, commercial organisations and members of the community.
- Well-developed organisational skills with the ability to adjust priorities manage time effectively and meet deadlines of projects and programs.

5.5 Qualifications and experience

A tertiary qualification with substantial experience needs to be drawn upon to meet key responsibilities.

- Relevant Tertiary qualification and demonstrated experience in the arts and culture industry, or a lesser qualification with relevant specialised knowledge in arts and culture, venue or operations management.
- Substantial experience managing a diverse range of people, including paid staff and volunteers.
- Experience in asset and contract management, report writing, budget management.
- High level inter-personal and communication skills in all areas.
- Highly developed IT skills, including experience in marketing and promotions.
- Strong community focus.

6. Pre-employment Checks

Applicants will be required to undergo pre-employment checks including but not limited to a Police Check.

7. Key Selection Criteria

Applicants must address the key selection criteria; provide their resume and a covering letter specifying where they found out about the position.

Selection will be based on the following **key selection criteria**; however reference will also be made to other listed skills, knowledge and attributes as required in the position description.

- Relevant Tertiary qualification and demonstrated experience in the arts and culture industry, or a lesser qualification with relevant specialised knowledge in arts and culture, venue or operations management.
- Experience in leading teams, including professional and volunteer staff.
- Experience in relationship building, collaboration and community projects.
- Experience in the preparation and presentation of reports.
- Proficiency in financial management, including point of sale, reconciliations and budgets.
- Well-developed skills in the use of computers, particularly data base, word processing, graphic design and spreadsheet software.
- Experience in venue management, including a strong history of marketing and promotions.

The qualifications, skills and experience outlined in this position description are ideals to which the occupant will aspire. Unless specifically stated, they are not absolutely essential.

