



Position Description

Coordinator Arts and Creative Industries

The City of Port Phillip celebrates a vibrant and diverse work environment and community, which includes people of Aboriginal and/or Torres Strait Islander background, people of diverse sexual orientation and gender, people from culturally and linguistically diverse backgrounds and people of varied age, health, disability, socio-economic status, faith and spirituality. Employees are able to develop both professionally and personally whilst planning and delivering a range of important services and programs to the community.

POSITION TITLE:	Coordinator Arts and Creative Industries
AWARD CLASSIFICATION:	Band 8
DEPARTMENT:	Cultural and Economic Development
DIVISION:	Community and Economic Development
DATE APPROVED:	13 February 2020
APPROVED BY	Manager Cultural and Economic Development

ORGANISATIONAL RELATIONSHIPS:

REPORTS TO:	Manager Cultural and Economic Development
SUPERVISES:	Arts and Creative Industries team and relevant contract staff
INTERNAL LIAISONS:	Council Employees and Managers, Executive Team and Councillors, other Cultural and Economic Development teams, other Community and Cultural Development teams, Property and Assets, Placemaking team, other relevant Council staff
EXTERNAL LIAISONS:	Arts and cultural organisations and peak bodies, reference groups and reference committees, Government representatives, Statutory Authorities, clients, suppliers, consultants and contractors

POSITION OBJECTIVES

- To build the capacity of the community to create, participate in and enjoy cultural and artistic activity in the city.
- To coordinate the implementation of relevant plans, policies and strategies to create an environment where the arts and creative industries can flourish, including the Aboriginal and Torres Strait Islander Arts Strategy, Port Phillip City Collection Policy, Game Action Plan and relevant sections of the Art and Soul Creative and Prosperous City Strategy.



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- To provide leadership to the Arts and Creative Industries team and project staff to ensure effective planning and delivery of Council's services and priorities.

KEY RESPONSIBILITY AND DUTIES

- Manage a range of arts and cultural services across the City of Port Phillip including the performing and visual arts and heritage services, as well as:
 - Develop, maintain and protect the Port Phillip City Collection including contemporary art and heritage collections, exhibitions and asset management
 - Community cultural development and inclusive arts programs
 - Public art opportunities
 - Grants programs and cultural capacity building
 - Film permitting
 - Relationship-building and support for cultural venues and organisations
 - Support the growth and development of creative industries
- Lead the development, implementation and review of organisational arts and cultural plans, policies and strategies and ensure their integration with Council policies and strategies.
- Identify and analyse and provide expert advice on industry issues and trends affecting relevant programs, partners, the community and Council.
- Proactively build and maintain positive and mutually beneficial partnerships with arts organisations, artists, creative industries practitioners, community reference committees and advisory panels.
- Oversee relationships, funding and tenancy agreements with Council-owned cultural venues such as Gasworks Arts Inc and Linden New Art.
- Manage projects, staff and budgets resources within the scope of the position.
- Contribute to cross-Council initiatives, projects and working groups.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Responsible for effective leadership and management of staff to achieve organisational goals.
- Responsible for providing strategic analysis and advice on the local, State and Commonwealth arts and cultural environment.
- Responsible for the development of policy and strategies to address changing and newly emerging needs in the community.
- Capacity to liaise effectively with Councillors and senior management and relevant Council Committees.
- Responsible for the selection, recruitment and management of staff, volunteers and consultants.
- Responsible for management of the service unit budget within annual guidelines, and preparation of business plans of the service unit.



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- Responsible for the delivery of projects and services to a high standard, on time and within budget.
- Accountable for setting expectations, modelling behaviours and supporting staff to achieve their individual responsibilities.

JUDGMENT AND DECISION MAKING

- Exercise independent judgment and decision-making in preparation of advice and solutions related to the key responsibility areas.
- Decisions made based on research and analysis.
- Exercise sound risk assessment, mitigation controls and escalation.

SPECIALIST SKILLS AND KNOWLEDGE

- An understanding and knowledge of the range of arts and cultural services and other roles and responsibilities provided by local government.
- Knowledge and understanding of the creative industries as an ecosystem and economic development principles and supports for these industries.
- Knowledge of the policies of State and Federal Government, which impact on the capacity of local government to provide cultural services.
- A comprehensive understanding of the drivers and processes for working effectively with local communities and the arts community.
- Well-developed skills in strategic policy development, arts and cultural research, and planning and project management.
- The ability to work in and understand a political environment.
- The ability to review and critically appraise existing policies and service specifications.
- Contract administration and management skills.

MANAGEMENT SKILLS

- The ability to effectively lead, guide, resource and support staff including performance management processes, OHS, and organisation development policies and procedures.
- The ability to lead and manage multi-disciplinary project teams and model behaviours that support staff to act autonomously, to be brave, and to deliver service that is focussed on delivering quality solutions to complex problems.
- Ability to exercise personal judgement within agreed standards to respond to requests within specified timeframes.
- An ability to manage 'upward' within an organisation, in a way that builds confidence with senior management and Councillors.
- The ability to effectively manage complex project planning processes.
- Effective negotiation and facilitation skills.



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- Program and project management skills.
- Time management and priority setting skills.

OCCUPATIONAL HEALTH & SAFETY

- Take every reasonably practicable step to ensure your health and safety, and the health and safety of all others that may be affected by your work.
- Comply with all relevant legislation and regulation, as well as City of Port Phillip policies and procedures and reasonable work instructions.
- Ensure that all hazards, unsafe conditions, incidents and near misses are reported promptly and within set timeframes.
- Participate as appropriate in an early and safe return to work program after a workplace injury.
- Participate in the improvement of health and safety, including incident investigations and risk management processes.
- Maintain knowledge of OHS issues relevant to your work.

INTERPERSONAL SKILLS

- Excellent written and oral communication skills.
- Ability to lead and motivate staff and foster an atmosphere of mutual support and professional integrity.
- Ability to prepare and present documents including Council reports, correspondence to members of the public, briefing papers, responses to correspondence on behalf of senior management and Mayor, responses to discussion papers, funding submissions, policies and strategies and other relevant documents.

QUALIFICATIONS AND EXPERIENCE

- **Academic:** Relevant tertiary level qualifications or equivalent.
- **Experience:** Extensive knowledge and experience in arts and cultural planning and implementation and demonstrated experience in program and project management.
- Current Working with Children Check.

KEY SELECTION CRITERIA

- Relevant tertiary level qualifications or equivalent and extensive knowledge and experience in the arts, cultural heritage and creative industries, preferably in a local government environment.
- Ability to work with a high degree of autonomy, including the demonstrated ability to develop and implement collaborative strategies that support the arts and creative industries in the community.



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- Proven team leadership and management experience, particularly during periods of peak activity and change.
- Ability to articulate complex information in easily accessible oral and written forms, including reports and policy papers, at a high level and for a range of audiences.
- Ability to actively role model and promote a service culture and professional development through positive leadership.
- Track record in including effective influencing, negotiation and facilitation skills.
- Ability to effectively plan and manage complex projects, budgets and resources.