



Position Description

Partnerships and Creative Industry Development Officer

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: Partnerships and Creative Industry Development Officer

Award Classification: Band 6

Department: City Growth and Culture

Division: City Growth and Organisational Capacity

Date Approved: December 2021

Approved By: Manager, City Growth and Culture

ORGANISATIONAL RELATIONSHIPS:

Reports To: Creative Industries Lead

Supervises: NIL

Internal Stakeholders: Council Employees and Managers, Executive Team and Councillors

External Stakeholders: Arts and cultural organisations and peak bodies, reference groups and reference committees, Residents, members of the public, government representatives, Statutory Authorities

POSITION OBJECTIVES

- To maximise the benefit of viability of Council's key arts organisations & cultural partnerships
- To coordinate the implementation of relevant plans, policies and strategies to create an environment where the arts and creative industries can flourish, including the Game Action Plan and relevant sections of the Art and Soul Creative and Prosperous City Strategy.



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KEY RESPONSIBILITY AND DUTIES

- Relationship-building and support for arts and cultural venues and organisations
- Support the growth and development of creative industries
- Support the development, implementation and review of organisational arts and cultural plans, policies and strategies and ensure their integration with Council policies and strategies.
- Proactively build and maintain positive and mutually beneficial partnerships with arts organisations, artists, creative industries practitioners, community reference committees and advisory panels.
- Oversee relationships, and funding agreements with Council-owned cultural venues such as Gasworks Arts Inc and Linden New Art.
- Contribute to cross-Council initiatives, projects and working groups

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Responsible for providing strategic analysis and advice on the local, State and Commonwealth arts and cultural environment.
- Contribute to policy development, strategic planning and evaluation

JUDGMENT AND DECISION MAKING

- Application of established skills and experience for problem solving related to relevant topics
- Required to make decisions on day-to-day basis under broad direction with guidance and advice available
- This role is guided by Council policies and strategies, including the Creative and Prosperous City Strategy and key funding deeds

SPECIALIST SKILLS AND KNOWLEDGE

- Knowledge and understanding of the arts and creative industries.
- Knowledge and understanding of economic development principles.
- Broad understanding of the policies of State and Federal Government, which impact on the capacity of local government to provide cultural services.
- Well-developed skills in arts and cultural research planning and project management.
- The ability to work in and understand a political environment.
- The ability to review, negotiate and critically appraise existing policies, procedures and deeds.
- Contract administration and contract management skills.



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MANAGEMENT SKILLS

- Ability to manage own time, plan & organise own work
- Ability to prioritise and effectively manage time to meet deadlines particularly during busy, challenging periods

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

- Highly developed oral and written communications skills with the ability to liaise with all level of stakeholders in both formal and informal settings
- Ability to work collaboratively both inside and outside Council, gaining cooperation from a variety of stakeholders and participants
- Ability to foster teamwork and work cooperatively with clear communication
- 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.

CHILD-SAFE STANDARDS

- Maintain a child safe culture at the City of Port Phillip by understanding and activating your role in preventing, detecting, responding and reporting suspicions of child abuse to the relevant authorities by adhering to relevant City of Port Phillip policies and relevant legislation.



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SECURITY REQUIREMENTS AND PROFESSIONAL OBLIGATIONS

Pre-employment screening will apply to all appointments.

Prior to a formal letter of offer, preferred applicants will be asked to provide:

- Evidence of mandatory qualifications/registrations/licences,
- sufficient proof of their right to work in Australia, and
- sufficient proof of their identity.
- Evidence of COVID-19 Vaccination in line with CHO Direction
- Complete a National Police Check completed **via** City of Port Phillip's Provider.

KEY SELECTION CRITERIA

- Experience in cultural policy and project delivery
- 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.
- Track record in including effective influencing, negotiation and facilitation skills
- Contract management experience
- Experience working within a government context, including application of policy, process and statutory procedure
- Exceptional stakeholder management skills applicable to a broad range of applications
- High level communication skills, including experience in engagement, liaison, customer service and complaint management
- Ability to multitask, prioritise and manage multiple tasks, projects or demands, and deliver these within set timelines, particularly in times of high pressure