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.

The City of Port Phillip is a committed Child Safe organisation and has zero tolerance for child abuse. Every child and young person accessing City of Port Phillip has the right to feel and be safe. All City of Port Phillip Councillors, employees, volunteers, contractors and community representatives have a responsibility to understand and activate their role in preventing, detecting, responding and reporting any suspicions of child abuse to the relevant authorities, and maintaining a child safe culture.

The City of Port Phillip’s Art and Soul: Creative and Prosperous City Strategy 2018 - 2022 is designed to build a prosperous city that connects and grows business as well as bringing arts, culture and creative expression to everyday life. The development of an Indigenous Arts Plan is an integral part of Council’s commitment to Indigenous art, cultural celebration and participation.

POSITION TITLE: Indigenous Arts Officer

AWARD CLASSIFICATION: Band 6

DEPARTMENT: Cultural & Economic Development

DIVISION: Community & Economic Development

DATE APPROVED: July 2019

APPROVED BY Manager Cultural & Economic Development

ORGANISATIONAL RELATIONSHIPS:

REPORTS TO: Art and Heritage Team Leader

INTERNAL LIAISONS: Indigenous Policy Officer, Indigenous Arts Officer – Festivals and Events, Indigenous Community Broker, Festivals, Arts and Heritage Teams, Council employees and Managers, Executive Team and Councillors

EXTERNAL LIAISONS: Boon Wurrung Foundation, Community members and community groups, artists, other Government representatives, Statutory Authorities, clients, suppliers, consultants and contractors.
POSITION OBJECTIVES

- Establish and administer an Indigenous Arts Advisory Committee
- Work with the Indigenous Arts Advisory Committee to develop and then implement the City of Port Phillip Aboriginal and Torres Strait Islander Arts Plan
- Develop, create and support Indigenous arts opportunities within the City of Port Phillip municipality, including internal and external advice and consultation

KEY RESPONSIBILITY AND DUTIES

- Establish and administer an Indigenous Arts Advisory Committee, including a term of reference and selection process.
- Develop and implement the City of Port Phillip Aboriginal & Torres Strait Islander Arts Strategy
- Administer and collaborate with the Indigenous Arts Advisory Committee to deliver the ATSI Arts Strategy and contribute to associated Council policies, including Art and Soul: Creative and Prosperous City Strategy and the Council Plan
- Continuously consult with local Indigenous community members and related organisations to maintain relationships and seek consultation and participation in arts initiatives and programs
- Maintain ongoing support, advice and liaison for both internal and external stakeholders in relation to Indigenous arts and cultural topics
- Work with local Aboriginal and Torres Strait Islander artists to assist in local opportunities, including work, networking, performance or exhibition opportunities
- Identify public and private funding opportunities to support Indigenous arts programs and policy recommendations

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- This position will work according to actions and objectives in the ATSI Arts Strategy, Council Plan and Art & Soul Creative & Prosperous City Strategy
- Moderate degree of authority to act on behalf of, and represent Council to achieve policy and strategy objectives
- Liaison between local community members, including organisations and individuals, and Council, including representation and provision of advice

JUDGMENT AND DECISION MAKING

- This role is guided by Council policies and strategies, including the Council Plan, Art & Soul Creative & Prosperous City Strategy and ATSI Arts Strategy
- Guidance is available within the organisation
Position Description
Indigenous Arts Officer

SPECIALIST SKILLS AND KNOWLEDGE

- Knowledge and understanding of Koori, Aboriginal and Torres Strait Islander traditional and contemporary arts and culture.
- Relevant experience in policy development and community engagement
- Knowledge of federal, state, private and philanthropic funding sources

MANAGEMENT SKILLS

- Ability to manage own time, plan and organise own work, within budgets and timelines
- Ability to provide advice and support to internal and external stakeholders
- Demonstrated ability to inspire engagement across a range of internal and external stakeholders.

COMPLIANCE

- Ensure that you are familiar with and abide with, the City of Port Phillip Employee Code of Conduct, applicable legislation and Council’s policies and procedures.

INTERPERSONAL SKILLS

- Ability to liaise and communicate with external stakeholders and community at all levels
- Ability to write reports, formal policy recommendations and prepare external correspondence
- Demonstrated communications skills, both written and oral

QUALIFICATIONS AND EXPERIENCE

- Academic: Relevant academic qualification in either the arts, public policy or communications or related field
- Experience: Extensive experience working with Koori, Aboriginal and Torres Strait Islander people and organisations

KEY SELECTION CRITERIA

- Demonstrated knowledge of Aboriginal and Torres Strait Islander art and culture and experience in working with Aboriginal and Torres Strait Islander people and organisations
- Experience working with artists or within the arts industry
- Experience in consultation and strategic planning in a government context (or similar)
- Experience in seeking and procuring funding for arts and cultural projects
- Experience in a local or state government context will be an advantage
- Highly developed communication and negotiation skills when dealing with a wide variety of service users