

## ROLE DESCRIPTION

<p><b>ROLE TITLE:</b> ARTS &amp; CULTURE FACILITATOR</p> <p><b>CLASSIFICATION:</b> ASO4</p> <p><b>EMPLOYMENT TYPE:</b> TERM</p>	<p><b>TEAM:</b> EXPERIENCES</p> <p><b>LOCATION:</b> REGIONAL – LOXTON</p> <p><b>DATE:</b> NOVEMBER 2021</p>
<p><b>REPORTS TO:</b> Creative Partnerships Manager</p>	<p><b>ROLES REPORTING TO THIS ROLE:</b> Nil</p>
<p><b>ROLE PURPOSE:</b> Responsible for creating diverse ways for audiences to engage in arts and culture and for artists and communities to achieve their artistic and cultural ambitions</p>	
<p><b>KEY RESPONSIBILITIES OF ROLE:</b></p> <ol style="list-style-type: none"> <li>1. Provide professional advice, support, funding and resources to regional artists, groups and communities to enable them to realise their artistic and cultural ambitions.</li> <li>2. Facilitate activity that is responsive to the needs of priority communities including local First Nations people, artists and stakeholder groups.</li> <li>3. Facilitate and create opportunities that build audiences and individual participation in the arts and assist in the development of the Loxton Waikerie Arts &amp; Culture Strategy</li> <li>4. Facilitate opportunities to build artistic capacity and capability across the arts sector.</li> <li>5. Actively take part in Country Arts SA and Loxton Waikerie working groups to accomplish strategic outcomes.</li> <li>6. Work collaboratively with District Council of Loxton Waikerie staff to activate spaces/places and support programming.</li> <li>7. Work collaboratively with staff to assist in development and promotion of arts and cultural tourism product to increase visitation to the region.</li> <li>8. Prepare funding applications, support letters and acquittals as required.</li> <li>9. Share the impact of arts and culture through effective evaluation and documentation.</li> <li>10. Contribute to achieving the Reconciliation Action Plan initiatives and activities for Country Arts SA and District Council of Loxton Waikerie.</li> </ol>	
<p><b>KEY RELATIONSHIPS:</b></p> <ul style="list-style-type: none"> <li>▪ Internally: Creative Partnerships Manager, Experiences, Relationships and Sustainability team members, District Council of Loxton Waikerie staff</li> <li>▪ Externally: Artists, Arts organisations, Contractors, Curators, Producers, Community groups, partners, stakeholder and regional community members.</li> </ul>	
<p><b>SPECIAL CONDITIONS:</b></p> <ul style="list-style-type: none"> <li>▪ Occasional intrastate/interstate travel may be required.</li> <li>▪ Hold a current Australian Driver's Licence.</li> <li>▪ A valid Department of Human Services Child Related Employment Screening is required.</li> <li>▪ Required to participate in the Country Art's Staff Development Review Process and achieve performance targets as negotiated and mutually agreed with the line manager.</li> </ul>	

**KEY SELECTION CRITERIA:**

- Ability to establish and influence strong working relationships internally and externally.
- Entrepreneurial skills and the ability to secure partnerships to sustain the position.
- Experience in project management with the ability to plan, prioritise workload and manage projects, budget and administration functions within timeframes.
- Demonstrated experience with funding applications.
- Sound financial and budget management skills.
- Sound communication skills both written and verbal, together with strong interpersonal skills.
- Collaborate with team members to achieve outcomes.
- An understanding of corporate governance, risk management, intellectual property, procurement, legal and compliance frameworks, WHS and applying sustainable practices.

**DESIRABLE:**

- Knowledge and networks within the arts industry both locally and nationally.

**YOU DEMONSTRATE OUR VALUES:**

Our Values are central to the way we work and are the cornerstones for how we interact with industry, community, business partners, governments and each other:

- We keep regional South Australia at our core **(Place)**
- We generate local and national legacies by embedding artists in regional communities **(Impact)**
- We embrace diverse experiences and perspectives, and address the barriers that keep people from getting involved **(Inclusion)**
- We nurture, celebrate and showcase creativity from across regional South Australian **(Creativity)**
- We embrace diversity and act with integrity, transparency and generosity **(Respect)**

**WORK HEALTH AND SAFETY OBLIGATIONS:**

- Maintain a commitment to the Work Health and Safety Act 2014 legislative requirements.
- Proactively promote, and follow workplace safety procedures and contribute to creating a safe working environment.
- Accept responsibility for your own and other's safety.
- Actively participates in consultation about work, health and safety issues.
- Identifies and reports hazards and identifies risk controls where appropriate.

**CORPORATE RESPONSIBILITIES:**

- Keeping accurate and complete records of business activities in accordance with the *State Records Act 1997*.
- Maintaining a commitment to the *Public Sector Act 2009*, Ethical Conduct and the Code of Ethics for *South Australian Public Sector* and their legislative requirements.
- Supporting and advocating Equal Employment Opportunity (EEO) and diversity in the workplace in accordance with EEO legislation. In particular, maintaining a commitment to promote an inclusive workplace in support of Aboriginal and Torres Strait Islander people and other underrepresented groups.
- Demonstrate appropriate and professional workplace behaviours that align closely with the White Ribbon message.

## **CORE COMPETENCIES & ASSOCIATED BEHAVIOURS EXPECTED AT THIS CLASSIFICATION:**

### **Holds Big Picture View at Local and Individual Level**

- Sees the big picture and understands how their work contributes to the strategic direction.
- Understands and supports organisational goals and business objectives.
- Responds in a positive and flexible manner to change and uncertainty.
- Identifies, defines and solves problems that may impact on own work objectives.
- Demonstrates an understanding of both internal and external factors and influences that may affect own work outcomes.

### **Achieves Results**

- Understands individual and team capabilities and makes effective use of own capabilities.
- Takes into account the associated advantages and disadvantages of a range of options to deliver the best results.
- Understands how work practices are governed by Public Sector legislation, regulations and policies.
- Sees work tasks through to completion with agreed timeframes to achieve quality outcomes.
- Applies specialist expertise of self and others to achieve business outcomes.

### **Promotes Business Excellence**

- Provides support to implement new innovative initiatives and promotes change.
- Gathers and investigates information from diverse sources to keep abreast of new developments and changes in the Public Sector environment.
- Seeks out and participates in learning opportunities. Understands and acts on constructive feedback and works towards agreed performance standards.
- Promotes a strong customer service culture by understanding needs.
- Assists and supports financial monitoring, procurement and contract procedures.

### **Builds Positive Working Relationships**

- Listens to and considers different ideas and discusses issues credibly and thoughtfully. Identifies other people's expectations and concerns.
- Can identify conflict in situations and acts sensitively, objectively and constructively to de-escalate conflict.
- Works collaboratively and shares information with own team and seeks input from others.
- Builds and sustains positive relationships with team members, stakeholders and clients.
- Confidently communicates messages in a clear and concise manner using appropriate language.

### **Displays Personal Drive and Professionalism**

- Acts with integrity and promotes consistency among principles, organisational values and ethical behaviour.
- Provides impartial and forthright advice. Challenges issues constructively and justifies own position when challenged. Acknowledges mistakes and learns from them.
- Persists and focuses on achieving objectives in difficult circumstances responding in a positive and controlled manner.
- Self-evaluates performance and seeks feedback from others. Recognises how behaviour impacts on others.
- Committed to self-development.
- Contributes to a culture that values and respects diversity and models this in all interactions.
- Ensures standards for the safety and wellbeing of self and others are maintained