



## **Aboriginal Arts and Cultural Facilitator**

### **City and Cultural Services**

Fixed Term Contract – Subject to Funding

Full Time Hours

#### **CITY STATEMENT**

Our vision is to create and sustain a safe and vibrant Community where people want to live, work, play and visit. If you want to live in a sea-side country town, close to the Flinders Ranges and Outback and help it grow into a full Regional Centre we would be keen to discuss this opportunity with you.

#### **COUNTRY ARTS SA STATEMENT**

Our mission is to create great arts experiences with regional communities by placing artists and art making at the core. We are looking for someone who wants to join an Aboriginal team and make positive change for regional artists and communities.

#### **KEY FOCUS OF JOB**

Port Augusta City Council in partnership with Country Arts SA is seeking a motivated, enthusiastic, innovative, outcomes-driven community Aboriginal arts professional to develop and undertake a three year program to assist regional communities with the achievement of their arts and cultural aspirations.

The role will position Port Augusta as a significant Aboriginal cultural keeping place and establish a regional Aboriginal Cultural hub at the Port Augusta Cultural Centre – Yarta Purtli.

The successful applicant will be community minded and able to develop partnerships, engage and work collaboratively with artists and volunteers.

The successful applicant will possess:

- Skills in planning, promotion and marketing of arts and programs
- Ability to manage and prioritise workload to meet set timelines
- Knowledge and understanding of Aboriginal arts and culture
- Experience in delivering a diverse range of Aboriginal community arts and cultural services

This position will only be open to Aboriginal or Torres Strait Islander applicants and is a full time (38 hours per week) three year fixed term contract position until 1 August 2021.

The Position Description is available from Council's website [www.portaugusta.sa.gov.au](http://www.portaugusta.sa.gov.au) with enquiries to Tina Dunemann, Manager Library, Information and Cultural Service on (08) 8641 9151.

**Applications must address the specified personal criteria in the position description.**

Applications are to be submitted to the Human Resource Coordinator, Port Augusta City Council, PO Box 1704, Port Augusta SA 5700 or emailed to [admin@portaugusta.sa.gov.au](mailto:admin@portaugusta.sa.gov.au)

Application closing date 5:00pm, Friday 3 August 2018.

JOHN BANKS  
CHIEF EXECUTIVE OFFICER



**Port Augusta**

CITY COUNCIL

# POSITION DESCRIPTION

## Aboriginal Arts and Cultural Facilitator

### Council Strategic Vision

To create and sustain a safe and vibrant Community where people want to live, work, play and visit.

### Our Values

These are the qualities that underpin the way we treat each other, the natural and built environment and all of the resources and materials we use in our daily lives. They will shape the Port Augusta that we have expressed in our vision.

- Respect and Social Cohesion
- Optimism and Confidence
- Courage
- Leadership

<b>TITLE:</b>	Aboriginal Arts and Cultural Facilitator
<b>LEVEL:</b>	General Officer – Level 5
<b>STREAM:</b>	South Australian Municipal Salaried Officers Award
<b>DEPARTMENT:</b>	City and Cultural Services
<b>POSITION OBJECTIVE:</b>	
To work with Aboriginal and Torres Strait Islander artists, cultural knowledge holders and communities to build arts and cultural outcomes in regional South Australia.	
To establish a regional Cultural hub for making, preserving, showcasing and trading Aboriginal art and developing a creative industries incubator for Aboriginal artists.	

## 1. REPORTING RELATIONSHIPS

- This position reports to the Manager – Library, Information and Cultural Services.
- This position has 1 direct report.

## 2. POSITION DETAILS

- Promote, develop and facilitate programs and services in all areas of arts and community cultural development that reflect the needs of the community and in line with Council’s and Country Arts SA strategic plan.
- Develop a plan to establish a regional Cultural hub for Aboriginal art and artists, which incorporates the Port Augusta Cultural Centre – Yarta Purtli as its base, including oversight for its management.
- Program activity for the Port Augusta Cultural Centre – Yarta Purtli, including the design and delivery of exhibitions, workshops and other engagement and arts activity which supports the plan for a regional Cultural hub.
- Establish and support a statewide advisory group of Aboriginal cultural practitioners and community leaders to collaborate with Council, Country Arts SA and other stakeholders to foster, preserve, promote and develop Aboriginal arts and culture.
- Develop a vision and strategy for Aboriginal Art and Cultural Development for regional South Australia working with Aboriginal organisations, artists and other stakeholders.
- Interact with Country Arts SA and its network and be a point of contact for artists and community organisations for Country Arts SA aligned initiatives and projects.
- Contribute to the design and delivery of Country Arts SA’s arts and cultural programming and support Country Arts SA grants program by assisting communities and artists to apply to funding programs.
- Provide support and management of the Cultural Centre Gallery volunteer group, including recruitment, training and ongoing education.
- Monitoring programs and ensuring their effectiveness in artistic, community arts and cultural development and financial terms.
- Build and maintain relationships with arts industry networks and external agencies to develop partnership projects, seek funding opportunities and ensure cost-effective and efficient service delivery.
- Identify and build networks and partnerships with community arts groups, to deliver quality arts and cultural projects and events.

- Liaise with other operational areas across Council and Country Arts SA to facilitate the delivery of arts and cultural projects.
- Create stronger tourism links and develop quality visitor experiences within the Centre and partnerships with other tourist attractions.
- Work with Council and Country Arts SA's media and marketing to liaise with the media and undertake marketing activities to promote projects, exhibitions and events, including social media.
- Ensure expenditure is monitored against project and operational budgets.
- Participate and work effectively as a team member by attending regular staff meetings and professional development.
- Positively contribute to creating and maintaining a healthy, respectful and sustainable working environment.
- Undertake any other duties as are reasonable within the limits of the employee's skills, competence and training.

<b>3.</b>	<b>PERSONAL CRITERIA</b>
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**3.1 Skills**

- 3.1.1 Ability to develop partnerships, engage and work collaboratively with key stakeholders including artists, community and volunteers.
- 3.1.2 Demonstrated skills in the planning, promotion and marketing across traditional, digital and social media platforms of arts and community cultural development programs.
- 3.1.3 Highly developed interpersonal and communication skills in individual, small group and larger public presentation environments.
- 3.1.4 Ability to plan, organise and prioritise workload using time management skills.
- 3.1.5 Demonstrated ability to competently operate a wide range of computer based software programs including Microsoft Office.
- 3.1.6 Ability to work within a team environment, including flexibility and adaptability in approach to changing work requirements.

**3.2 Knowledge**

- 3.2.1 Sound knowledge of the Aboriginal arts industry in South Australia.
- 3.2.2 Knowledge and demonstrated understanding of Aboriginal culture and the diverse regional communities across South Australia.
- 3.2.3 Knowledge of funding sources available for arts and community cultural development services and programs.
- 3.2.4 Understanding of the visual arts industry and gallery management.

### **3.3 Experience and/or Qualifications**

- 3.3.1 Demonstrated experience either as an artist, or working closely with artists, or as an arts worker/arts administrator with a commitment to both excellence and inclusion.
- 3.3.2 Experience in the delivery of a diverse range of Aboriginal community arts and cultural development services.
- 3.3.3 Experience working with volunteer groups.
- 3.3.4 Current South Australian driver's licence of at least class C.
- 3.3.5 A relevant tertiary qualification and/or an equivalent level of experience.

## **4. WORK HEALTH & SAFETY RESPONSIBILITIES**

- 4.1 In accordance with Section 28 of the Work Health and Safety (WHS) Act 2012, while at work you must:
  - 4.1.1 take reasonable care of your own health and safety; and
  - 4.1.2 take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons; and
  - 4.1.3 comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the Council; and
  - 4.1.4 cooperate with any reasonable policy or procedure of the Council.
- 4.2 As part of the Council's safety management system, all workers are required to:
  - 4.2.1 report any hazards, near misses, incidents, accidents, injury or ill-health which arise in the course of, or as a result of, their work;
  - 4.2.2 correctly use, and maintain, any clothing and equipment provided for the purposes of WHS;
  - 4.2.3 maintain their workplace in a tidy and safe condition;
  - 4.2.4 ensure that their safety, and that of others, is not affected by the consumption of alcohol or other drugs;
  - 4.2.5 not interfere with, remove or displace any safety devices, guards or protective equipment unless it is part of an approved maintenance or repair procedure; and
  - 4.2.6 actively participate in consultation and consideration of all WHS issues that are pertinent to their workplace.
- 4.3 In addition to your obligations listed above, as a Supervisor you are responsible for, and will be held accountable for, fostering a positive safety culture and developing a safe work environment by controlling, directing and monitoring work practices within your area of responsibility, and in particular:

- 4.3.1 ensuring that all workers (staff, contractors and visitors) who are required to enter an area under your control receive safety induction prior to commencing work;
- 4.3.2 providing advice, instruction and training all staff so that they can perform their role safely;
- 4.3.3 implementing, measuring, monitoring and reviewing WHS plan activities within your area of responsibility;
- 4.3.4 ensuring adherence to WHS policies and procedures through the provision of adequate supervision;
- 4.3.5 identifying, assessing and controlling hazards and WHS risks; and
- 4.3.6 coordinating, and participating in, local WHS consultation processes;
- 4.3.7 communicating the contents of the approved WHS policy, procedures, plans and programs to workers;
- 4.3.8 maintaining awareness of safety issues within your area of control;
- 4.3.9 regularly viewing working procedures and practices within your area of responsibility;
- 4.3.10 ensuring the issue, correct use and maintenance of personal protective equipment;
- 4.3.11 assisting in the rehabilitation of employees who are, or have been absent from work due to injury or illness, by working in conjunction with the LGAWCS Rehabilitation Counsellor;
- 4.3.12 responding promptly to hazards which may affect the health, safety or welfare of workers;
- 4.3.13 responding immediately on receiving notification of a work related injury or illness, or the occurrence of a dangerous or hazardous situation;
- 4.3.14 respond to changes in the workplace, where those changes may affect the health, safety or welfare of workers;
- 4.3.15 ensuring safe access and egress to and from the workplace;
- 4.3.16 recognising positive safety behaviour amongst your workers; and
- 4.3.17 providing and collating data related to local WHS performance as required.
- 4.3.18 promoting injury management awareness by setting a good example; and
- 4.3.19 responding to changes injury management practices, policies and procedures that are to be followed in the workplace;

#### 4.4 Performance Indicators:

- 4.4.1 Increased awareness of, and compliance with, WHS legislation.

- 4.4.2 Safe working practices utilised which are WHS compliant.
- 4.4.3 Competency levels maintained and kept up-dated as required.
- 4.4.4 Timely reporting of hazards and risks to ensure prevention is attempted at all times.
- 4.4.5 Immediate reporting of all accidents and incidences.

## **5. SPECIAL CONDITIONS**

- This position is jointly funded between Council and Country Arts SA and is subject to the receipt of funding as part of the Creative Communities Partnership Program 2018-2021.
- Country Arts SA considers that being Aboriginal or a Torres Strait Islander is a genuine occupational requirement for this position under sub-s 56(2) of the Equal Opportunity Act 1984 (SA).
- Successful medical clearance prior to commencement of employment.
- Successful completion of a three month probation period from commencement of employment.
- Child Related Employment Screening clearance through the Department for Communities and Social Inclusion (DCSI) prior to commencement of employment.
- Must be prepared to participate in training activities and meetings, some of which may be held out of hours.
- Regular out of business hours work will be required including attendance at openings, functions and events plus intrastate travel.

## **6. CONFIDENTIALITY**

Security and confidentiality is a matter of concern for all persons who have access to Council information. Each person accessing the Port Augusta City Council documents and resources holds a position of trust relative to this information and must recognise the responsibilities entrusted in preserving the security and confidentiality of this information. Therefore, all persons who are authorised to create or access documents and resources must read and comply with the following standard:

- 6.1 Respect the privacy and rules governing the use of any information accessible through the Council network and only utilise information necessary for the performance of work duties.
- 6.2 Not seek personal benefit or permit others to benefit personally by any confidential information or use of equipment available through the job description.
- 6.3 Not access, exhibit or divulge the contents of any records or reports except to fulfil work duties.
- 6.4 Not knowingly include or cause to be included, or exclude or cause to be excluded, in any records or reports, an inaccurate or misleading entry.
- 6.5 Persons breaching this standard may be subject to penalties, including disciplinary action and dismissal.

## **7. ACCOUNTABILITY**

- 7.1 The incumbent at all times shall reasonably communicate courteously and sensitively with fellow workers, members of the Council, contractors, visitors and the general public.

- 7.2 The incumbent is responsible and accountable for keeping accurate and complete records of their business activities in accordance with Port Augusta City Council's Records Management Policy, other related policies and the State Records Act 1997.
- 7.3 Personnel who undertake duties for higher level positions, you are accountable for ensuring that in accepting the back-up position, that the WHS & Legislative – Position Responsibilities Register is referred to, to identify all responsibilities that will be required to be undertaken while in the back-up position, to provide going compliance with the WHS Management System.
- 7.4 Personnel with responsibilities influenced by legislation are accountable for identifying and responding to legislative change that includes Acts, Regulations, Australian Standards, Code of Practice, Guidelines and Agreements relevant to their position or profession and taking appropriate action to ensure compliance. Such responsibilities are defined in Council's WHS & Legislative – Position Responsibilities Register.

## 8. OUR VALUES

These are the qualities that underpin the way we treat each other, the natural and built environment and all of the resources and materials we use in our daily lives. They will shape the Port Augusta that we have expressed in our vision.

As an employee you will play a key role in demonstrating these values:

- ***Respect and Social Cohesion***  
Respect is fundamental to building a strong, socially cohesive community. We nurture respect when we find ways to work together on particular actions that address our shared concerns.
- ***Optimism and Confidence***  
We will face the future with a positive attitude drawing on our collective strengths and our shared history of struggle and triumph.
- ***Courage***  
We are not afraid to face the hard issues and work through them together. We are prepared to take calculated risks to move towards a better future.
- ***Leadership***  
We commit ourselves to nurturing leadership in our children and young people, valuing their contributions as citizens of our city.

These are assessed on an ongoing informal basis, and formally through the Professional Development Review process.

## 9. COUNTRY ARTS SA

At Country Arts SA we believe access to the arts is a universal right and that all regional South Australians deserve a life rich in arts and culture. We also believe the arts have the power to transform lives and communities. The arts are a catalyst for tourism, employment and economic development contributing to strong, resilient and prosperous regional communities.

### **Our Belief**

We believe the arts have the power to transform lives and communities.

## **Our Vision**

To inspire regional arts

## **Our Mission**

We create great arts experiences with regional communities

## **Our Values**

The following values underpin everything we do and will be evident in all our interactions with each other and external parties:

- **Respect:** We acknowledge and embrace diversity and act with integrity, transparency and generosity of spirit.
- **Curiosity:** We seek new ideas, divergent interests and different points of view to ensure we are continuously improving.
- **Creativity:** We encourage creative thinking which stimulates innovation, leadership and the exploration of art.
- **Accessibility:** We ensure our programs are transparent, flexible, collaborative and inclusive so everyone can participate, enjoy and benefit from the arts.

## **Our Reconciliation Statement**

We recognise we are living and creating on Aboriginal Lands, and we are committed to working together to honour their living cultures.

## **Our Goals**

- Place artists and art making at the core of our business
- Increase the value of arts experiences to the community
- Transform arts centres into creative hubs for contemporary communities
- Embed best practice throughout the organisation

## **Our people**

We have a highly skilled, passionate and committed workforce, over 60% of which live and work in regional South Australia. We support them to be curious about art, be creative in their approach and respectful of all the relationships they build. We value a positive organisational culture that inspires our staff and we understand that their wellbeing and professional growth is paramount to their individual and our organisation's success.

It is the combined strength of our staff, Board, partners and programs that enable us to be regarded as a national leader in regional arts. We are all committed to making the highest quality arts experiences with regional and remote South Australians.

## **10. ACKNOWLEDGEMENT**

Employee Name:

Signature:

Date:

**Human Resource Department Use Only**

Date Commenced with Council:

Date Commenced this Position:

Request to Fill Vacancy AR18/25062

Position Description Prepared 04/07/2018