

POSITION	POSITION NUMBER
Creative City Officer	3319
CLASSIFICATION	ANZSCO
Band 6	272611
DEPARTMENT	DIVISION
Economic Growth	Economy and Experience
AGREEMENT	LOCATION
Ballarat City Council Enterprise Agreement No. 8, 2019 (or its successor)	Phoenix Building

Organisational Context

As a result of population growth across Australia, Ballarat is now one of the largest inland regional cities in the country. Ballarat is uniquely located with easy access to Melbourne, Geelong and Bendigo and is the Western Victorian capital for a region of 300,000 people.

The cultural and creative industries is a significant growth sector within Ballarat, supported by a proactive Council approach to nurturing makers, crafters, artists, innovators, entrepreneurs and problem solvers via the implementation of *Ballarat's Creative City Strategy*. The City of Ballarat's Creative City team sits within Economic Growth Unit of the City of Ballarat, in recognition of the vital role a creative city plays in our city's overall prosperity. Ballarat was designated a UNESCO Creative City of Crafts and Folk Art in 2019.

The Creative City team deliver on the objectives of Ballarat's Creative City Strategy via a range of activities including artist opportunities; creative events; the programming of emerging artist exhibition and residency spaces; development of resources and training for creatives; and the commissioning, management and maintenance of a significant public art collection across the City.

Position Objectives

- Provision of project management and support for the wide range of activities, industry, events and artist opportunities delivered by the Creative City team. These include initiatives related to up to 28 different creative and cultural sectors including visual arts and crafts, music, theatre and performance and resources and training.
- Provision of project management and support for the City's Public Art Collection Conservation Management Plan 2024-2028, which lays out the repairs and maintenance for the collection over the next three years.
- Coordinate and deliver other projects related to the Creative City Strategy and the Ballarat's UNESCO Creative City status at the discretion of the City of Ballarat's Coordinator Creative City.
- Prepare applications for grants or other advocacy activity to support the delivery of the team's work plan and objectives

Key Responsibility Areas

- Support the development, facilitation and promotion of beneficial outcomes for the City by connecting and organising Council, Government, expert, business and community resources in the pursuit of sustainable and successful Creative City initiatives and outcomes.
- Participate in and support the tracking and data management of the creative industries and wider cultural sector. This includes assessing sustainability and viability of practitioners and working to help build more resilient futures for the creative sector.

- Coordinate and deliver projects at the direction of the City of Ballarat's Coordinator Creative City.

1. Communications and Stakeholder Management

- Collaborate with other City of Ballarat staff as well as external partners and stakeholders to develop, implement and monitor the delivery of a range of projects on behalf of the City of Ballarat Creative City team
- Support and assist in maintaining the Creative City team social media channels, website and newsletter.
- Assist in the preparation of briefs and reports for Council and the Senior Management Team, as well as external partners and stakeholders, as required.

2. Research

- Research, identify and brief City of Ballarat colleagues as well as external partners and stakeholders with respect to projects, advocacy and activities to promote the objectives of *Ballarat's Creative City Strategy* and the City's Public Art Collection Conservation Management Plan.

3. Expert, Industry and Government Collaboration

- In collaboration with the Coordinator Creative City, liaise and communicate with government departments, agencies, experts and other public bodies to further the implementation of *Ballarat's Creative City Strategy* and the City's Public Art Collection Conservation Management Plan.
- Coordinate and/or participate in regular interaction with creative practitioners, industry bodies, community organisations, public and private sector organisations in delivering Creative City and public art conservation projects.
- Maintain a network of expert, creative and public-sector contacts to assist in project delivery.
- As appropriate, attend forums, conferences and exhibitions where opportunities exist to effectively promote the work of the Creative City team and Ballarat's creative practitioners
- Represent the Creative City team on various internal and external committees and working groups as directed

4. Project Management

- Manage projects, contracts and funding agreements to ensure that the objectives of Ballarat's Creative City Strategy and the City's Public Art Collection Conservation Management Plan are delivered effectively, within budget; and against pre-determined timelines.

5. General

- Establish effective relationships with City of Ballarat and other local government officers, as well as with the broad range of stakeholder groups involved in the delivery of Ballarat's Creative City Strategy, in order to coordinate activities and outcomes for Ballarat's creative sector and its reputation outside of Ballarat
- Deliver the key projects and activities agreed to in the role's Annual Work Plan.
- Prepare applications for grants or other advocacy activity to support the delivery of the team's work plan and objectives
- Perform other duties assigned by the Coordinator Creative City or line management in accordance with the qualification and skills of the officer.

All Employees and Volunteers:

- Report hazards and incidents as soon as possible.
- Constructive participation in investigations and assistance in implementing corrective actions.
- Wear PPE and follow safe work procedures as directed.
- Constructively participate in team meetings.

REPORTS TO: Coordinator Creative City	DIRECT REPORTS: None
ORGANISATIONAL RELATIONSHIPS	
<u>Internal:</u> All divisions plus CEO / Mayor	<u>External:</u> Other LGAs designated as UNESCO Creative Cities State and Federal Government Departments / Agencies Creative practitioners and creative industry representatives Local Registered Aboriginal Party Committees and working groups associated with project delivery Consultants and contractors

Accountability and Extent of Authority

The officer:

- Represents the interests of the City of Ballarat to the community, government and various interest groups.
- Assists to deliver projects and undertakes tasks in accordance with budget allocations.
- Works autonomously, with guidance and direction provided by the Coordinator Creative City and other senior officers as appropriate.
- Operates in a broad organisational framework with minimum supervision.
- When providing professional advice, freedom to act is limited by standards, legislation and procedures relevant to the tasks to be undertaken within this position. Scope exists to exercise initiative in the positive application of established standards and procedures and to identify innovative new ways to achieve better outcomes.
- When formulating communications, freedom to act is prescribed to the Coordinator Creative City

Judgement and Decision Making

- Informs decisions about project management and the delivery of strategies for short, medium and long-term implementation.
- Uses innovative methods, judgement and decision making to solve problems related to assisting in developing and implementing project delivery plans, programs and products.
- Suggests development or improvement of current work practices including both methods and techniques generally based on previous experience.
- Uses their judgement when analysing risks, problems, decisions and actions, identifying and escalating critical issues to the Coordinator Creative City
- Always act within the best interests of Council.
- Guidance and advice is usually available.

Specialist Skills and Knowledge

- Delivery of projects in an effective and timely manner, and within budget – preferably within a creative / arts context.
- Knowledge and appreciation of the creative industries and cultural sector/s, with understanding of the regional context and needs
- Strong written communication skills with ability to prepare written correspondence such as briefings, reports, grant applications.
- Well-developed interpersonal skills to interact with a diverse range of stakeholders and effectively collaborate and influence to deliver Creative City projects.
- Knowledge and understanding of project delivery and contract management principles, including familiarity with relevant budgeting techniques.
- Knowledge and understanding of the legal and political environment in which the City of Ballarat, as well as the Creative City team operates.
- Understanding of economic and social implications of operating a healthy creative and cultural ecosystem, and appreciation of best practice initiatives from around the world

Management Skills

- Collaborates with a team of highly motivated employees and stakeholders.
- Manages time by setting priorities, planning own work and prioritising plans and goals to achieve set objectives in the most efficient way possible with the resources available within set timetables.
- Ability to manage projects within accountability and scope of role and keeps colleagues and stakeholders including consultants and contractors engaged for specific project-based work regularly appraised of project progress.
- Achieves the objectives outlined in City of Ballarat's strategic documents and business plans within budget and time parameters.
- Manages stakeholder expectations through provision of timely and professional advice and customer service to stakeholders.
- Has an awareness of and commitment to Occupational Health and Safety (OH&S) and Equal Employment Opportunity (EEO) principles.

Interpersonal Skills

- Excellent communication and interpersonal skills to collaborate effectively with other team members, peers and the management team, with ability to discuss specialist matters and resolve internal issues, where appropriate.
- Act as an advocate and ambassador for the City of Ballarat and Ballarat's creative sector.
- Positively contribute to management meetings, stakeholder meetings, working groups and other key forums.
- Facilitate and support stakeholder networks to achieve the objectives of the position.
- Gain the cooperation from a wide range of external and internal stakeholders, by developing and maintaining ongoing professional relationships between government, key stakeholders, industry, and community groups.
- Actively promote the benefits of the Creative City team's work to the external and internal stakeholder groups.

Qualifications and Experience

- Tertiary qualification in relevant area such as arts administration, creative sector development or project management. Tertiary qualifications in these areas will be viewed favourably but are not essential.
- Experience within government, community or industry with demonstrated experience in project management, contractor management and stakeholder management, preferably within a cultural / arts administration context.
- Ability to prepare quality written correspondence such as submissions, reports, briefings and grant applications.
- Proven experience in management of multiple complex projects
- Experience in dealing with public enquiries and preparing communications and engagement plans.
- Experience working with Registered Aboriginal Parties/First Nations peoples would be preferable.

SELECTION CRITERIA

- **Qualifications and Experience** as listed above.
- Experience in managing contractors and delivering projects within a cultural / arts administration context.
- Strong interpersonal skills and proven performance in developing and maintaining cooperative working relationships between government, key stakeholders, industry, and community groups.
- Level of experience in or knowledge of arts administration.
- Knowledge and appreciation of the creative industries and cultural sector/s, with understanding of the regional context and needs.
- A proven record of being able to manage time, set priorities, meet deadlines and work independently within established guidelines.
- A demonstrated innovative and proactive approach to problem solving and adapting to a changing environment.
- Experience in preparing documents and communications activities to support advocacy or applications for funding / grants.

ACKNOWLEDGEMENT

Please sign and date to acknowledge you have read and understood this position description.

Name:

Signature:

Date:

The City of Ballarat is committed to being a child safe organisation and has zero tolerance for child abuse and harm. We are committed to providing an environment and culture that promotes the safety, health and well-being of children and young people and which provides a voice to all children, including those from an Aboriginal and Torres Strait Islander background, with disabilities and from culturally, religiously and linguistically diverse backgrounds. We have policies, procedures and training in place that support our employees, volunteers and contractors to achieve these commitments and to ensure all children are listened to, their views respected, and their contribution recognised to ensure Council environments are safe.