

ROLE DESCRIPTION

ROLE TITLE: ARTS & CULTURE FACILITATOR CLASSIFICATION: ASO4 EMPLOYMENT TYPE: TERM	TEAM: EXPERIENCES LOCATION: REGIONAL – YORKE PENSINSULA - MAITLAND DATE: JULY 2024
REPORTS TO: Creative Communities Partnership Program Manager	ROLES REPORTING TO THIS ROLE: Nil
ROLE PURPOSE: 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.	
KEY RESPONSIBILITIES OF ROLE: <ol style="list-style-type: none"> 1. Provide professional advice, support, funding and resourcing contributions to regional artists, groups and communities to enable them to realise their artistic and cultural ambitions. 2. Facilitate activity that is responsive to the needs of priority communities including Narungga People, other local First Nations artists and stakeholder groups, Young and Diverse people. 3. Facilitate and create opportunities that build audience and individual participation in the arts. 4. Facilitate opportunities to build artistic capacity and capability across the arts sector. 5. Actively take part in Country Arts SA and Yorke Peninsula Council working groups, including leadership of the Yorke Peninsula Arts and Culture Working Group, to accomplish strategic outcomes. 6. Work positively and collaboratively with Yorke Peninsula Council staff to activate community buildings, spaces and places. 7. Lead and develop key Yorke Peninsula Council arts and culture events, most notably the biennial Grounded YP Art Festival. 8. Work collaboratively with local tourism groups to assist in development and promotion of arts and cultural tourism product to increase visitation to the region. 9. Prepare funding applications, support letters and acquittals as required. 10. Share the impact of arts and culture through effective evaluation and documentation. 11. Contribute to achieving the Reconciliation Action Plan initiatives and activities for Country Arts SA and Yorke Peninsula Council. 	
KEY RELATIONSHIPS: <ul style="list-style-type: none"> ▪ Internally: Country Arts SA - Creative Partnerships Manager, Experiences, Relationships and Sustainability team members; Yorke Peninsula Council - Manager Economic Development and Business Sustainability (EDBS), Corporate and Community Services team members. ▪ Externally: Artists, Arts organisations, Contractors, Curators, Producers, Community groups, partners, stakeholders and regional community members. 	
SPECIAL CONDITIONS: <ul style="list-style-type: none"> ▪ Occasional intrastate/interstate travel may be required. ▪ Hold a current Australian Driver’s Licence. ▪ A valid Department of Human Services Child Related Employment Screening is required. ▪ Required to participate in the Country Arts SA Staff Development Review Process and achieve performance targets as negotiated and mutually agreed with the line manager. ▪ Participation in YPC Council EDBS monthly team meetings. 	

KEY SELECTION CRITERIA:

- Ability to establish and influence strong working relationships both internally and externally.
- Entrepreneurial skills and the ability to secure partnerships to sustain the position.
- Demonstrated experience in project and event 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, whilst demonstrating the ability to work independently with minimal supervision.
- 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:

- **Place:** We keep regional South Australia at our core by being informed, led by and responsive to regional communities.
- **Impact:** We generate local and national legacies by embedding artists in regional communities.
- **Equity:** We embrace experiences and perspectives of regional South Australia's diverse communities and address the barriers that stop people getting involved.
- **Creativity:** We nurture, celebrate and showcase creativity from across regional South Australia.
- **Respect:** We embrace diversity and act with integrity, transparency and generosity.

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