



Position Description

POSITION	Aboriginal Arts Development Officer
SECTION	Arts & Cultural Development
DEPARTMENT	City Living
POSITION NO.	BCC1064
POSITION TYPE	Full-time
REPORTS TO	Programming Coordinator
DIRECT REPORTS	No
POSITION GRADE	Band 3 Level 1 Salary System Grade 13
APPROVAL LIMIT	\$0
RELEASE LIMIT	\$0
DATE	March 2019

POSITION PURPOSE:

- To develop and implement a comprehensive Aboriginal Arts Development strategy, including economic and professional development initiatives for Aboriginal artists and ensure that opportunities are made available for the development and recognition of arts and cultural development in Blacktown's Aboriginal communities
- Act in accordance with the *New South Wales Work Health Safety Act 2011*, *Work Health Safety Regulation 2017* and the Work Health and Safety Management System.

QUALIFICATIONS & EXPERIENCE:

Essential:

- Aboriginality (In accordance with Section 14 of the *Anti-Discrimination Act 1977*, Aboriginality is a genuine occupational qualification for this position)
- Tertiary qualifications in a related field or equivalent relevant experience
- Experience in cultural planning, policy development and project management
- Extensive experience in contracting and working in consultation with artists, in arts organisations and with Aboriginal communities.

Desirable:

- Knowledge and understanding of the issues affecting Aboriginal artists and Aboriginal communities in Blacktown
- Knowledge of services and resources available to support arts development in Aboriginal communities
- Demonstrated understanding of the role and structure of local government
- Outstanding written and oral communication skills, including the ability to write clear and concise written reports and correspondence
- Demonstrated knowledge of relevant local, state and federal funding bodies.
- Current Class 'C' Driver's Licence.

AUTHORITY:

- The incumbent has the authority to take any reasonable action that is consistent with the responsibilities of the position and to ensure the safe and efficient undertaking of work activities. The incumbent's authority is subject to any limitation imposed by the Management Team, Corporate Policies, Procedures and Work Instructions.

KEY ACCOUNTABILITIES:

- To support and encourage the professional and economic development of Aboriginal artists in the LGA and beyond
- To support and encourage artistic practice in Aboriginal communities
- Provide key specialist advice to Council on Aboriginal arts development matters
- To develop and maintain a high level of awareness of the issues affecting Aboriginal communities and their artists in Blacktown
- To consult closely with Aboriginal artists and communities in the Blacktown LGA and beyond.

Work Health and Safety (WHS):

- Implement, monitor and, or comply with councils Work Health and Safety Management System, including but not limited to Work Health and Safety Policies, Standard Operating Procedures, Risk Assessments/Work Instructions and associated system tools in their relevant work area
- Adequately familiarise themselves with their Work Health and Safety responsibilities and actively fulfil these as indicated in the Work Health and Safety Responsibilities guideline WHS001

- If this role is identified as a position with 'Chain of Responsibility' requirements, as defined by the *Heavy Vehicle National Law (HVNL) and Regulations*, you will, as far as reasonably practicable, ensure the safety of the vehicles transport activities. This is not limited to preventing breaches of mass, dimension, load, speed and fatigue laws and regulations
- WHS001- Matrix is attached.

Corporate:

- To commit to and embrace the objectives of Our Blacktown City 2036. Contributing within Council's staffing structure and program of works to deliver our corporate objectives and strategic vision.

Equal Employment Opportunity (EEO):

- Demonstrate appropriate knowledge of, and commitment to, EEO principles and anti-discrimination law in the workplace.

Environmental Sustainability:

- Act in accordance with the *Protection of the New South Wales Environment Operations Act 1997, the New South Wales Local Government Act 1993* and seek to conserve and enhance our local environment, in consideration of Council's environmental sustainability policy through our work practices, programs and services.

DUTIES:

- Lead the research and develop and guide the implementation of the Aboriginal Arts Development Strategy contained in Council's Cultural Plan
- Research and analyse the arts development needs of Blacktown's Aboriginal communities
- Lead the research and design and develop projects, programs and/or strategies to address the identified arts development needs of the Blacktown's Aboriginal communities
- Undertake an audit of Aboriginal arts practice in the LGA
- Develop opportunities for professional arts practice for Blacktown's Aboriginal artists
- Work closely with Council's Aboriginal Community Development Officer and with the Aboriginal Advisory Sub-committee in developing strategies for Aboriginal arts development in the LGA
- Work closely with the Cultural Planning Co-ordinator in achieving the objectives of the Cultural Plan, in particular for Aboriginal artists and communities

- Work with the Blacktown Arts and Cultural Development staff to ensure a high level of contemporary Aboriginal content in their programming, and to improve the accessibility of the Arts centre to Aboriginal artists and communities
- Provide specialist advice and expertise on Aboriginal arts development and related matters to Council and Council staff
- Lead the research in providing relevant input into Council's city-wide plans, planning instruments and processes, and corporate management planning, to ensure that Council achieves more integrated and sustainable arts and cultural development outcomes for Blacktown's Aboriginal communities
- Author submissions and advocate for funding to meet Aboriginal arts development needs
- Supervision of contractors, artists / arts workers and other consultants on an appointed basis
- Co-ordinate budget preparation and control of expenditure for Blacktown Arts Centre's Aboriginal Arts development projects
- Contribute to strategic planning for Blacktown Arts and Cultural Development section
- Maintain professional networks within the sector nationally and within Blacktown and Western Sydney
- Engage with volunteers as required
- Develop contracts for artists as required and in accordance with Industry and Australian standards.

PERFORMANCE CRITERIA:

- As per Council's Performance Management System.

Employee Name (PRINT): _____

Employee Sighted and Agreed: _____

Date: _____

Supervisor Name (PRINT): _____

Authorised by Supervisor: _____

Date: _____