



# Position description

## Public Art Project Officer

Position	Reporting relationships	Other key relationships
Public Art Project Officer	Reports to Manager Community Wellbeing	<u>Internal</u> Departmental Managers <ul style="list-style-type: none"><li>• Community Wellbeing</li><li>• City Strategy</li><li>• Civil Assets</li></ul> and other relevant staff  <u>External</u> Residents and ratepayers Other councils

### Position overview

Reporting to the Manager Community Wellbeing is responsible for the project management of public art projects, under supervision as required, and supporting the development and implementation of the Arts and Culture strategy which will positively impact the community wellbeing of people who live and work in the City of Tea Tree Gully.

## Key outcomes

### Responsibilities:

- Provide effective project management of public art projects, under supervision as required.
- Support development and implement an arts and culture strategy.
- Provide advice, guidance and support on public art projects.
- Provide guidance to artists and working groups to ensure public art is consistent with CTTG plans, policies and procedures.
- Identify and apply for relevant public art funding opportunities.
- Prepare public art project briefs and selection processes.
- Undertake community engagement for public art projects, in accordance with applicable policies and procedures, and as required by adopted consultation processes .
- Administrate projects and assist in preparing council reports as required.
- Liaise effectively with stakeholders internally and externally. This includes facilitation between artist and councils City Strategy, WH&S, Civil Assets, Parks and other internal project stakeholders.
- Maintain public art assets as directed, through renewal, replacements and decommissioning.
- Develop a consistent approach to quantitatively measuring arts at City of Tea Tree Gully.
- Demonstrate our Values and behaviours.
- Work collaboratively with others to deliver services and to identify improvements to work practices and procedures.
- Comply with all relevant organisational codes, policies, procedures, guidelines and standards, and with the requirements of the Equal Opportunity Act 1984, Disability Discrimination Act 1992 (as amended) and all other associated legislation, including the Local Government Act.
- Report all risks identified in the course of undertaking the duties relevant to this position.

### Contributes to and supports:

- Improved services through participating in regular audits and reviews of team activities and services, and implementing any audit/review recommendations.
- In own work practices, implementing team performance measures and reporting on those measures, and participating in any improvements based on those measures.

## Work health, safety and wellbeing

- Contribute to a culture where everyone places safety first.
- Identify and report health and safety risks, accidents, incidents, injuries and property damage at the workplace.
- Take reasonable care to protect their own health and safety, and the health and safety of others.
- Use any equipment that is provided to protect their health and safety.
- Follow reasonable instructions given on health & safety and injury management.
- Comply with health and safety and injury management policies and procedures and actively participate in associated training and programs.

## Special conditions

Out of hours work may be required on occasion to attend to project management of public art projects or community engagement. Flexi time is available.  
Applicants will be required to demonstrate that they have undergone an appropriate General Employment Probity Check.

## Qualifications (or demonstrated equivalent experience) – (E) denotes essential qualifications

- Qualifications in Project Management or Arts Administration preferred.

## Skills/capabilities

- Ability to engage with a range of stakeholders (E)
- Ability to work effectively as part of a team. (E)
- The ability to plan, prioritise tasks and meet competing deadlines. (E)
- Innovative and practical approach to problem solving and negotiation.
- Initiative and ability to work with minimum supervision.
- Demonstrated high level of personal integrity and ethics.

## Experience – (E) denotes essential experience

- Experience in the project management of public art projects and project delivery. (E)
- Experience working with artists, community groups and arts organisations. (E)
- Demonstrated experience managing a budget, with supervision as required.
- Demonstrated experience in writing an arts brief.
- Demonstrated experience in inclusive and Cultural practices.
- Demonstrated experience in applying the principles of arts in community development and wellbeing.
- Experience in Local Government is an advantage.

## Knowledge – (E) denotes essential knowledge

- Knowledge of visual arts industry, artists, art disciplines and market value of public art. (E)
- Knowledge of First Nation, CALD and people with disabilities respectful cultural and inclusive principles.
- Knowledge of placemaking and community activation.
- Knowledge of community engagement.
- Knowledge of Local government operations and systems.
- Knowledge of community development and wellbeing principles.

### Organisational core competencies

- **Digital literacy** – ability to use the essential technology, devices and systems required for the role, or ability and willingness to learn this.
- **Communication**– Verbal: expressing ideas effectively in individual and group situations (including nonverbal communication); adjusting language or terminology to the characteristics and needs of the audience.  
Written: expressing ideas clearly in documents that have written organisation, structure, grammar, language and terminology adjusted to the needs and characteristics of the audience.
- **Customer service** – ability to demonstrate a high level of customer care by providing professional, helpful, high quality service, before, during and after the customer’s requirements are addressed.
- **Resilience** – the ability to bounce back when faced with challenging circumstances or when things don’t go as planned.