


## POSITION DESCRIPTION

	<b>Position Title:</b>	<b>Cultural Development Coordinator</b>
	<b>Location /Branch/ Department:</b>	Blue Mountains Cultural Centre / C&CS
	<b>Position Classification:</b>	<b>Band: 3      Level: 3      Grade: 1</b>

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### POSITION PURPOSE/OBJECTIVE

To prepare, develop and implement cultural planning and development programs, projects, policies and strategies in line with Council's corporate goals.

To provide specialist expertise and key strategic input on cultural planning and cultural development matters within the Blue Mountains Local Government Area.

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### RELATIONSHIPS

<b>Reports to:</b>	Manager – Arts & Cultural Service
<b>Staff Responsibility:</b>	Cultural Development Project Officer
<b>Key Internal Relationships:</b>	Liaises with arts/cultural/community staff across Council
<b>Key External Relationships:</b>	Supervises contractors/consultants as required

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### SPECIFIC RESPONSIBILITIES

1. Initiate, design and develop projects, programs and / or strategies to address identified cultural needs of the Blue Mountains community.
2. Administer the City of the Arts Trust and its grant programs.
3. Activate Council's Creative Strategy and other cultural documents.
4. Provide specialist advice and expertise on cultural planning and cultural development matters including projects, programs, plans, policies and other initiatives.
5. Actively work across Council to encourage a coordinated approach to cultural projects and initiatives.
6. Integrate access and equity considerations into cultural planning and development work in line with Council's adopted Access and Equity Policy.
7. Provide relevant cultural input into Council's City-wide Plans, Corporate Management Planning and Area Strategic Planning processes, to ensure that Council achieves integrated and sustainable outcomes.
8. Prepare reports for Council and management as required.

9. Source grant opportunities and prepare submissions for funding to support cultural development projects and initiatives.
9. Develop and update relevant cultural databases and other cultural resource materials as required.
10. Provide input into the preparation and reporting of Council's annual budget and Management Plan as required by the Manager.
11. Undertake other duties as directed by the Manager - Arts & Cultural Service.

### **Workplace Health & Safety**

Ensure compliance with WHS obligations and responsibilities as outlined in Councils policies and procedures and under the relevant WHS legislation. These include but are not limited to identifying potentially unsafe situations or work practices and notifying your Supervisor or Manager (or the Health, Safety Manager/Area Safety Representative); never performing a task that you believe is dangerous or for which you do not have the experience, or have not received appropriate instructions and training or where the correct equipment to carry out the task safely is not available; always work in a safe manner and in accordance with safety instructions, where applicable; use the work equipment supplied for the job, in accordance with the manufacturer's instructions), and any personal protective equipment, which the Council deems necessary and has provided; be safety aware and report any actions to your line manager which will assist the Council to meet its legal workplace health and safety obligations.

You have the right to cease or direct cessation of unsafe work. In addition you are required at all times to comply with Councils Asbestos Management Plan and Policy.

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### **COMMUNICATION**

The position will provide key specialist advice on cultural planning and cultural development matters to the organisation through the Manager – Arts & Cultural Service.

The position will prepare cultural planning documents at the city-wide level, linking in with work of various other sections of Council. This will necessitate highly developed communication, interpersonal and project management skills.

The position may liaise with various arts and cultural committees, boards, organisations and entities when developing arts and cultural programs.

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### **JUDGEMENT & PROBLEM SOLVING**

The position requires highly developed judgement and problem solving skills associated with assessing cultural development trends, needs and priorities of the community at both the City-wide and Area levels. The position will also be required to assess, analyse and advise Council on complex multi-faceted cultural planning and cultural development matters.

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### **AUTHORITY**

The position will be accountable to the Manager for the provision of expert specialist advice on all strategic cultural planning and development matters.

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## **SKILL, EXPERIENCE, QUALIFICATIONS & BEHAVIOURAL COMPETENCIES**

### **ESSENTIAL**

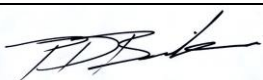
1. Extensive experience and in-depth knowledge of cultural planning and development /or other areas relevant to the position.
2. Ability to provide key specialist advice on cultural planning and development matters and to actively implement, run and manage arts and cultural programs within the community.
3. Highly developed needs assessment, opportunity analysis and analytical research skills.
4. Ability to coordinate and manage small and nimble project teams to meet KPI's and timelines.
5. Highly developed interpersonal and communication skills (verbal and written) with proven ability to liaise effectively with the community and with other professionals in a range of disciplines inside and outside of Council.
6. Highly developed problem solving, project management and conflict management skills.
7. Commitment to teamwork and ability to lead, resource and manage projects and resolve operational issues, in accordance with delegation.
8. Commitment to and understanding of Occupational Health and Safety and Equal Employment Opportunity principles and practices.
9. Computer skills using Microsoft Office Suite, database management and relevant cloud and online reliant software applications.

### **DESIRABLE**

1. Understanding of cultural funding program opportunities.
2. Current Drivers License.
3. Local Government experience.

## BMCC POSITIONAL PHYSICAL DEMANDS ANALYSIS

*NOTE: to be completed with the Recruitment Requisition form by the requesting Manager/ Supervisor.  
Please contact the WH&S Officer if assistance is required in completing this form.*

<b>Position:</b>	Cultural Development Coordinator		
<b>Responsible Manager/ Supervisor:</b>	Manager – Arts & Cultural Services		
<b>Signature:</b>		<b>Date:</b>	25/2/21

<b>Complete the physical requirements and working condition sections of the table below based on an employees average daily exposure to the tasks listed. Ratings as follows:</b>	<b>Exposure Level</b>	<b>Rating</b>
	No Exposure	0
	Low Exposure (0 – 2hrs daily)	1
	Medium Exposure (2 – 4hrs daily)	2
	High Exposure (4 – 8hrs daily)	3

PHYSICAL REQUIREMENTS									
Heavy Manual Tasks		Pushing loads > 5kgs		Frequent bending/ stooping		Sitting for extended periods			3
Light Manual Tasks	1	Pulling loads >5kgs		Repetitive Lifting		Standing for extended periods			
Trunk Twisting		Extend arms for reaching		Elevating arms above shoulder height		Kneeling for extended periods			
Climbing to access/ exit excavations		Throwing		Walking on uneven ground		Walking for extended periods			
Balancing		Crawling		Hearing above background noise		Depth Perception			
Colour Vision	2	Fine Manipulation		Shoveling/Digging					
WORKING CONDITIONS									
PHYSICAL									
Inside Work	3	Outside Work		High Temperatures > 38deg		Low Temperatures < 3 deg			
Operating Machinery		Working Near Machinery		Working at Heights		Noisy Work Areas			
Vibration		Confined Spaces		Prolonged Driving (periods > 2hours)		Working Alone			
Overhead Work		Use of computer for screen-based activities.	3	Prolonged Sitting (periods > 1hour)	3	Prolonged Standing (periods > 1 hour)			
CHEMICALS					BIOLOGICAL				
Dusts		Liquids		Pesticide Spraying		Herbicide Spraying			
Working with Solvents		Mists / Fumes		Possible exposure to Hepatitis A, B, C		Possible exposure to Tetanus			
Gases/ Vapours		Odours		BIOMECHANICAL					
				Repetitiveness		Fatigue			
ASBESTOS									
Asbestos Awareness		√		None of the below					
Class B Asbestos Removal				Asbestos Removal and Supervision		Asbestos Assessor			
USE OF PERSONAL PROTECTIVE EQUIPMENT									
Safety Boots/ Shoes		Dust Mask/ Respirator		Protective Eyewear		Ear plugs/Muffs		Hard Hat	
<b>Provide a brief description of the job requirements:</b>									

This position is primarily office based. Some excursions to galleries, performance spaces, studios and residencies may be required on an occasional basis.