



POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and Economic Development

Position Number: P21712

Division: Economic Development

Classification: SOGC

Business Unit: artsACT

Location: Canberra City

Position Title: Assistant Director, Arts Programs

Security Clearance Required: No

Last Reviewed: September 2022

Position Requirements: N/A

DIRECTORATE OVERVIEW

The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the public sector and works collaboratively both within government and with the community to achieve positive outcomes.

As a central agency, CMTEDD provides strategic advice and support to the Chief Minister, the Directorate's Ministers and the Cabinet on policy, economic and financial matters, service delivery, whole of government issues and intergovernmental relations. The Directorate facilitates the implementation of government priorities, drives initiatives as well as leads the strategic direction for the ACT Public Service (ACTPS), to ensure that it is well positioned to perform its role.

DIVISION OVERVIEW

The role of the Economic Development Division is to facilitate the diversification and strengthening of the ACT economy as well as the creation of a vibrant community that will attract and retain people in the city.

The Division has five main business functions:

- Trade, investment and business development
- Higher education (including vocational education)
- Tourism and major events
- Arts and culture
- Sport and recreation

Economic Development Division also has responsibility for coordinating and delivering a range of key strategic initiatives and major projects, as well as servicing the Commissioner for International Engagement.

BUSINESS UNIT OVERVIEW

artsACT is responsible for the development and implementation of ACT arts policies and the provision of policy, funding and infrastructure advice to government. It manages the ACT arts funding programs and a range of other arts development and funding initiatives, as well as managing the Public Art Program and collection, overseeing the development and management of a number of ACT arts facilities.

artsACT works closely with areas across the ACT Government to deliver arts policy, in particular Health, Education, the Cultural Facilities Corporation, Events, Tourism and Urban Renewal, and maintains links with other arts and cultural organisations including state/territory arts and culture agencies, the Australia Council for the Arts and the Australian Government Department of Communications and the Arts.

We do this to recognise the integral part that arts and culture play in our community and to encourage creativity, celebration, thinking and exchange.

The ACTPS is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation as well as the related signature behaviours.

POSITION OVERVIEW

This position is responsible for managing the delivery and administration of arts programs and projects, and assist in the development of arts policy, in the ACT Government.

WHAT YOU WILL DO

You will:

1. Deliver high quality services for internal and external clients related to arts programs and policy.
2. Provide project management of arts programs and policy development including delivering the various funding programs, assist in the development of arts policy, and the preparation of relevant policy, briefing material and correspondence.
3. Employ productive working relationships to achieve individual, team and organisational objectives. This includes collaboratively undertaking stakeholder engagement and project management.
4. Establish a professional relationship with the local and regional arts sector, and represent artsACT and the ACT Government in various fora including, liaising with and providing specialist advice to artists, community groups, private sector organisations and other governments, including the Australian Government;
5. With the broader artsACT team, contribute to the monitoring and managing of strategic programs and projects including risks and emerging issues as well as project reporting and monitoring.

6. Inspire trust internally and externally and contribute to a workplace where people are encouraged to improve business results and enhance organisational culture.
7. Provide other support to the Executive Branch Manager, artsACT as required.
8. This position involves direct supervision of staff.

WHAT YOU REQUIRE

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Professional/Technical Skills and Knowledge

1. Demonstrated high level organisational, project management, time management and administrative skills that relate to programs and projects.
2. Demonstrated ability to undertake high level policy development and analysis.
3. Demonstrated high level written and oral communications skills, including interpersonal, liaison, team, negotiation and representation skills; ability to communicate complex policy advice and funding outcomes.

Knowledge and understanding of arts issues, including support for artists and arts organisations, within the ACT and nationally, is highly desirable.

Behavioural Capabilities

4. A history of developing productive working relationships with internal and external stakeholders to achieve results, including a demonstrated ability to manage sensitive and confidential issues with integrity.
5. A record of proactive contribution to improving business results through innovative approaches.
6. Demonstrated ability to contribute to a workplace culture where people are encouraged to improve business results through enhanced organisational culture.

Compliance Requirements / Qualifications

N/A

Activity Based Work

Activity based work (ABW) allows employees in activity-based workplaces to choose the most appropriate location to work from depending on the nature of their work. ABW provides employees have a number of options such as quiet focus spaces, spaces for phone calls and private discussions, semi-collaboration work areas and different sized meeting rooms equipped with a computer, phone and video conference technology. Employees are provided with technology that enables activity-based work such as a laptop and phone headset.

Further information on working at Chief Minister, Treasury and Economic Development Directorate can be found at

http://www.jobs.act.gov.au/data/assets/word_doc/0010/754471/PD-Further-Information-Document.doc.

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role of Assistant Director Arts Programs and Policy (position number P21712) and indicates how frequently each of these requirements would be performed. Please note that ACTPS is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Frequently
General computer use	Frequently
Extensive keying/data entry	Occasionally
Graphical/analytical based	Occasionally
Sitting at a desk	Frequently
Standing for long periods	Occasionally
Designated workstation	Never

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Frequently
Fixed or specified start/finish times	Occasionally
Access to Accrued Days Off (ADO's)	Occasionally
Peaks and troughs	Frequently
Frequent overtime	Never
Rostered shift work	Never

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Never
Working in a call centre environment	Never
Working directly with the public	Occasionally

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Never

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Never
Climbing	Occasionally
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Occasionally

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Occasionally

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Never
Handling of dangerous goods/equipment	Never
Working with asbestos	Never
Potential to encounter agitated customers	Occasionally
Exposure to potentially distressing case material	Never

OTHER	FREQUENCY
Uniform required	Never
Personal Protective Equipment (PPE) required	Never