



PURPOSE

The cultural development of Western Australia through the provision of quality services and funding programs, and the implementation of Government policies and initiatives.

VISION

A valued and respected government agency that has the expertise to support the arts and culture sector in enriching the lives of the Western Australian community.

VALUES

Professional
Innovative
Responsive

DETAILS

Position Title

Senior Project Officer, Creative Regions

Position Number

11098

Classification Level

Level 6

Award/Agreement

PSA 1992/PSGOGA 2014

Division/Directorate

Arts and Cultural Development Directorate

Branch/Section

Strategic Partnerships

Physical Location

140 William Street, Perth

Effective Date

10 January 2016

Employment Type

Permanent, Full-Time

REPORTING RELATIONSHIPS

Position reports to

10753 Manager, Strategic Partnerships, Level 7

Positions reporting to this position

Nil

PURPOSE OF THE POSITION

Develops and maintains high-level arts, cultural networks to develop the strategic partnerships in the arts and cultural area.



KEY RESPONSIBILITIES

1. Develops knowledge and awareness of cross-government policies and programs that impact on the arts and cultural sector to achieve the Department's objectives and outcomes. Co-ordinates and fosters relationships in the arts, cultural and tourism industries.
2. Monitors relevant programs for cultural industry support. Develops proposals to gain access for WA arts and cultural organisations.
3. Develops and implements culture and arts policy, funding programs and strategic project initiatives.
4. Liaises with Local, State and Commonwealth Government departments; the private sector; and the arts and culture sector to develop proposals for arts and cultural sector support and develops networks to market tourism and/or culture and the arts within each industry sector.
5. Acts as Executive Officer to policy/project working parties/committees as required.
6. Prepares Ministerial correspondence, speeches, briefing notes and papers as required.

Other duties as required with respect to the skills, knowledge and abilities of the employee.

COMPLIANCE AND LEGISLATIVE KNOWLEDGE

- Maintains a contemporary knowledge base relating to human resource policies and procedures;
- Comply with Culture and Arts Portfolio Code of Conduct, policies and procedures and relevant appropriate legislation; and
- Meets Occupational Safety and Health, Equal Opportunity and other legislative requirements in accordance with the parameters of the position.

WORK RELATED REQUIREMENTS

Essential

1. Extensive experience in the management of projects.
2. Well-developed negotiation, problem solving and analytical skills.
3. Sound ability to work independently while in a team environment.
4. Proven experience in the formulation and implementation of strategic and operational policy and initiatives.
5. Knowledge of current trends, issues and products in the culture and arts and/or tourism sectors.



Desirable

1. Tertiary qualifications in a relevant discipline
2. Relevant experience in marketing

Key Relationships/Interactions

1. Executive Director, Arts and Cultural Development
2. Planning and Research Manager
3. Planning and Research Team
4. Policy and Partnerships Team
5. Arts Funding and Development Directorate
6. Arts Sector
7. Other Government Agencies

KEY CHALLENGES

1. Nil

ELIGIBILITY

Special Conditions

Nil

Appointment is subject to:

1. 100 point identification check; and
2. Criminal Records Screening clearance.

Training:

- Complete induction within three months of commencement;
- Complete any training specific to the role required by Departmental policy; and
- Complete the department's AEDM within six months of appointment.



CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and requirements of this position.

SIGN OFF

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Manager Signature

Date (DD/MM/YYYY)

I have read and accept the responsibilities of the Job Description Form.

The position's duties are to be performed in accordance with the DCA's Code of Conduct.

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Employee Signature

Date (DD/MM/YYYY)

REGISTERED

DEPARTMENT OF LOCAL
GOVERNMENT, SPORT AND
CULTURAL INDUSTRIES

Initials: BS

Date: 08.11.17