



POSITION DETAILS

Position Title

Manager, Industry Partnerships and Development

Position Number

14370

Classification Level

Level 7

Award/Agreement

PSGO CSA 2017

Division/Directorate

Culture and the Arts (WA) division

Branch/Section

Industry Partnerships and Development

Physical Location

140 William Street, Perth

Effective Date

22/10/2019

Employment Type

Permanent

Full time

REPORTING RELATIONSHIPS

Position reports to

13738 Director, Industry Partnerships and Development, Level 8

Positions reporting to this position

10995 Senior Partnerships Officer Level 6
10005 Senior Partnerships Officer Level 6
12746 Senior Partnerships Officer Level 6
11098 Senior Partnerships Officer, RACIP Level 6

PURPOSE OF THE POSITION

Manages the provision of high-level strategic partnership development, implementation and monitoring in the arts, cultural and creative industry sectors. Provides research, advice and information to inform and promote the Department of Local Government, Sport and Cultural Industries (DLGSC) policies, programs and services.



ABOUT THE DEPARTMENT

The Department of Local Government, Sport and Cultural Industries facilitates lively communities and the economy and the offering of outstanding and inclusive sporting and cultural experiences to local, interstate and international visitors.

MISSION

To enable dynamic and inclusive communities and support the WA economy through effective regulation and the facilitation of outstanding sporting and cultural experiences and opportunities.

VISION

Creating a vibrant, inclusive and connected WA community.

VALUES

**Customer Focused
Responsive
Respectful
Accountable
Innovative**

DLGSC Objectives

- Improve capability and outcomes across the local government, sport and recreation and culture and arts sectors
- Improve participation of culturally and linguistically diverse communities within Government and promote, support and celebrate the State's cultural diversity
- Contribute to the wellbeing of the community through effective regulation
- Encourage and enable understanding and acknowledgement of Aboriginal history and contemporary society
- Facilitate public engagement with highly valued sporting, cultural and recreational spaces and places

DLGSC Approach

We will achieve this by:

- Working collaboratively with the community, all tiers of government and key stakeholders to implement a shared approach to improve community engagement and experience
- Being efficient, effective and responsive through an agile and flexible workforce
- Responding proactively to State Government imperatives such as election commitments and stated strategic priorities
- Contributing to the achievement of whole-of-State Government targets
- Using evidence based information to develop community focused engagement and partnerships

DUTIES OF THE POSITION

This section outlines the results and outcomes required of an individual in this position.

1. Assists the Director in the development, implementation and evaluation of the Division's strategic, business and operational plans within the overall DLGSC strategic objectives.
2. Leads the development, implementation and evaluation of the strategic objectives in line with the Division's/DLGSC's strategic and operational planning requirements.
3. Manages the provision of high level strategic support, research, advice and information to inform and promote the Division's policies, programs and services.
4. Manages the operations, including staff development, effective use of resources and high-quality service delivery.
5. Attends to relevant Ministerial briefings, correspondence, reports and speeches as required.
6. Provides senior management advice, analysis and representation in relation to DLGSC, portfolio organisations, other government committees, reviews and inquiries.
7. Maintains effective liaison with state, Australian and local government departments and the private and non-government sectors on culture and the arts.
8. Participates as a member of the Division's senior management team and along with other members, maintains a constructive and collegiate discipline within the team.
9. Maintains a knowledge and awareness of changes and developments in government and culture and the arts in Western Australia, as well as in the national and international arenas, in order to maximise culture and arts opportunities and outcomes for Western Australia.
10. Other duties as required with respect to the skills, knowledge and abilities of the employee.

COMPLIANCE AND LEGISLATIVE KNOWLEDGE

- Comply with DLGSC's 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 Pre-employment requirements: e.g. qualifications, licences

Criminal History Record Check: An acceptable National Police Certificate (police clearance), or equivalent, is an essential pre-employment requirement and must be obtained prior to commencement.

Please note that a criminal record does not necessarily disqualify you for appointment. You will be given the opportunity to discuss the matter fully before a final decision is made.

Applicants should demonstrate their capacity to meet the following criteria, which should be read in conjunction with the specific responsibilities of this role.

Essential

1. Role Specific Requirements

- Demonstrated experience facilitating high level partnerships across the culture and arts sector
- High level people and project management skills and the ability to negotiate with a range of diverse partners across the sector
- Ability to inform policy development and evaluate and implement strategic objectives

2. Shapes and Manages Strategy

- Inspires a sense of purpose and direction
- Focuses strategically
- Harnesses information and opportunities
- Shows judgement, intelligence and common sense

3. Achieves Results

- Builds organisational skill and responsiveness
- Marshals professional expertise
- Steers and implements change and deals with uncertainty
- Delivers intended results

4. Builds Productive Relationship

- Nurtures internal and external relationships
- Facilitates cooperation and partnerships
- Values individual differences and diversity
- Guides, coaches and develops people

5. Exemplifies personal integrity and self-awareness

- Demonstrates public service professionalism and probity
- Engages with risk and show personal courage
- Commits to action
- Displays resilience
- Demonstrates self-awareness and commitment to personal development

6. Communicates and Influences Effectively
 - Communicates clearly
 - Listens, understands and adapts to audience
 - Negotiates persuasively

Desirable

1. Tertiary qualification in an appropriate discipline.
2. Knowledge of the arts, cultural and creative industry sector/s and contemporary practices.
3. High level understanding of partnership development.

ELIGIBILITY SPECIALISED - SKILLS / TRAINING REQUIREMENTS

Special Conditions

- A current (within six months) National Police Clearance Certificate will be required.

Appointment is subject to:

- 100 point identification check; and
- 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 Accountable and Ethical Decision Making training within six months of appointment eg. duties required to undertake the role



CERTIFICATION

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

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Corporate Executive Representative 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 Department's Code of Conduct.

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Employee Signature

Date (DD/MM/YYYY)

REGISTERED	
DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES	
Initials: KC	Date: 22.10.2019