



# Position description

Chief Executive Officer  
Arts and Culture Trust

## Organisational Overview

The Arts and Culture Trust's (Trust's) responsibilities are set out in the *Arts and Culture Trust Act 2021*. The Trust is governed by an independent board and is responsible to the Minister for Creative Industries. The Chief Executive Officer (CEO) of the Trust is responsible for the day to day operations of the ACT and is appointed under the *Public Sector Management Act 1994*.

The Trust's purpose is to grow and support Western Australia's cultural and creative industries through the optimisation of its venues and activation of spaces. The Trust has broad powers and flexibility to manage a diverse portfolio of arts and cultural assets including indoor venues, outdoor spaces, permanent structures and temporary spaces for future generations including:

- Albany Entertainment Centre
- His Majesty's Theatre
- Perth Concert Hall
- Perth Cultural Centre
- State Theatre Centre of WA
- Subiaco Arts Centre
- Perth Film Studios
- Goldfields Arts Centre
- The Blue Room Theatre
- Perth Institute of Contemporary Arts

Additionally, the Trust attracts and contracts events, activities, and commercial tenancies to invigorate its cultural assets.

## Primary purpose of the role

The CEO provides efficient and effective leadership to the Trust, developing and maintaining a positive agency culture of collaboration, continuous learning, stewardship and excellence.

The CEO is responsible for shaping and achieving the Trust's strategic, business, policy and budget objectives, and contributing to the achievement of high level strategic goals, for government and the sector.

Further, the CEO provides expert independent advice to the Board, the Minister and government, supports sector-wide initiatives and the implementation of whole-of-government priorities.

## Key relationships

While the employer of the CEO is the Public Sector Commissioner, the CEO is responsible to the governing Board to deliver policy objectives on behalf of the Minister and government.

## Key accountabilities

The responsibilities and functions of the CEO, are broadly specified in [sections 29 and 30](#) of the *Public Sector Management Act 1994*, and these focus on the capacity of the CEO to:

- develop and deliver a clear strategy for creating value in the sector
- create and execute the Trust's strategic and operational agenda to achieve agreed outcomes
- make appropriate decisions for the long-term benefit of the Trust and the sector
- provide outstanding personal leadership, particularly during times of significant change
- achieve policy outcomes through navigating complex, fast changing environments
- establish robust and significant relationships to understand sector issues and engage stakeholders
- maintain high standards of integrity and corporate governance in the agency.

## Key priorities and challenges

- Collaborate with the board to drive and implement Trust's strategic plan.
- Develop approaches and strategies to achieve Trust's purpose and ensure its ongoing success.
- Provide outstanding leadership and direction to the executive team, ensuring development and management of a professional, agile, engaged and efficient organisation through a consultative and empowering approach.
- Oversee the development and delivery of:
  - cultural events that balance quality, financial viability, access and participation;
  - marketing, branding and development strategies which increase participation, community partnerships, cultural tourism and revenue from a range of sources; and
  - assets and operations to underpin future success, ensuring facilities and precincts meet the current and future needs.
- Ensure the quality and ongoing development of key strategic relationships that are central to the Trust's purpose and priorities. These relationships include those with the Minister, Board, the Department of Creative Industries, Tourism and Sport and other portfolio agencies.
- Position Trust's brand at the forefront of state-wide engagement and participation, with special regard to the development of regional arts and cultural experiences and growth.

## Further information

Additional information regarding the Trust can be accessed at the [Arts and Culture Trust website](#).

## Selection criteria

The role of the CEO is critical to the integrity and performance of the public sector. The Public Sector Commission has defined expected behaviours of all leaders in the public sector. The CEO must, at a minimum, demonstrate the following expected behaviours in order to be successful in this position.

### Expected behaviours

The Public Sector Commission has defined expected behaviours of all leaders in the public sector. The CEO must, at a minimum, demonstrate the following expected behaviours in order to be successful in this position.

Lead Collectively	You identify and build key strategic relationships and partnerships across the sector, adopting a system wide perspective to ensure your agency is creating shared value.
Think through complexity	You develop innovative solutions in your agency and contribute to shaping innovative solutions for the sector whilst continuously evaluating the risk of your decisions on the sector.
Dynamically sense the environment	You identify patterns, trends and connections in the social, political and business context internal and external to your agency, using this information to proactively revise strategies and decisions, and adapt to the changing needs of your agency and the sector.
Deliver on high leverage areas	You identify the strategic priorities that are essential for your agency and the broader sector, whilst exploring new opportunities for your agency, challenge the status quo and contribute to the creation of long term future value.
Build capability	You engage in whole of sector talent identification and development, aligning agency specific approaches with broader systems to build a sustainable talent pipeline that creates long-term value for Western Australians.
Embody the spirit of public service	You are committed to, and communicate, the importance of good corporate governance practices and conduct. You promote respect for the sector in the agency and are proactive in dealing with ethical and misconduct matters.
Lead adaptively	You actively pursue strategic learning opportunities that support both your development and your ability to create future value for the agency. You continually seek to understand your own strengths, limitations and blind spots.

Further details of the expected behaviours and mindsets for this position, which is at the Agency Leader context, can be found on the Public Sector Commission's [website](#).

## Performance measures

The CEO will enter into a performance agreement with the Public Sector Commissioner, responsible authority and responsible Minister concerning the performance criteria to be met. The performance expectations of the CEO are measured by the delivery of:

	Management requirements in accordance with high level principles of efficiency and effectiveness which lead to positive outcomes that advance government, industry and community priorities.
	Whole-of-government priorities achieved through close collaboration with other agencies on shared policy matters, and the ability to build a productive and engaged workforce, to create value for the sector and better services for Western Australians.
	Agency specific priorities, as determined by the Board Chair and Minister, to meet agency requirements and long-term strategic objectives of the agency.
	Effective leadership in a dynamic and complex public sector.

## Employment conditions

### Term of appointment

An appointment of up to five years will be negotiated with the person recommended for appointment to the position. Options for reappointment exist subject to satisfactory performance

### Remuneration

Remuneration is determined independently by the Salaries and Allowances Tribunal. As a guide, this position is classified as CEO Band 4, and a salary of \$251 823 per annum is applicable, together with employer contribution to superannuation, and the provision of a fully maintained motor vehicle for private use or the provision of a motor vehicle allowance in lieu of a vehicle.

### Leave and allowances

The office holder is entitled to leave as applicable to a public service officer in accordance with the provisions of the [Public Service Award 1992](#) and the [Public Sector CSA Agreement 2024](#).

### Eligibility requirements

To be eligible for appointment, applicants must be Australian citizens or have permanent residency or must be entitled to remain and work in Australia indefinitely i.e. Special Category Visa for New Zealand citizens. No person who is, or has been, within the preceding 3 years, a member of the Parliament of the Commonwealth or any state can be appointed to the position.

A person who is currently employed in a ministerial office, who was not immediately prior employed in a department or organisation, or who is engaged under a contract for services to assist a political office holder, is not eligible to apply for or be appointed to this position.