



CONFIDENTIAL

Position Description

EMPLOYEE: Vacant

POSITION TITLE: Project Manager- Arts, Culture & Recreation

POSITION NUMBER: To be allocated

MANAGER: Manager Arts Culture & Recreation

UNIT OR TEAM Arts, Culture & Recreation

APPOINTMENT: Fixed Term – Full-time/six months

LOCATION: Civic Centre, Roberts Avenue, Horsham

AWARD: Horsham Rural City Council Enterprise Agreement Number Nine, 2019 - 2022

AWARD CLASSIFICATION: Band 6 Level A

HOURLY RATE: \$41.82

PREPARED BY: People & Culture Department

APPROVED BY: DATE:
(Director Communities & Place))

..... DATE:
(Employee)

ORGANISATION VISION

A progressive and innovative organisation, delivering high quality and sustainable services

ORGANISATION VALUES

<p>Flexibility We are adaptable to changing circumstances</p>	<p>Accountability We are responsible for our behaviour and actions</p>	<p>Integrity We are ethical, transparent and honest in our conduct</p>	<p>Respect We value diversity and appreciate others</p>
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POSITION BACKGROUND

In response to the Covid-19 pandemic the Horsham Rural City Council has successfully applied to the Victorian State Government for a number of additional, fixed term positions under the “Working for Victoria” program. This initiative helps Victorians, including people who have lost their jobs as a result of coronavirus, to find paid work that supports our community. In accordance with the funding agreement appointment is for a six month period.

The changing and evolving needs of the Covid-19 pandemic require a degree of staffing and position flexibility. This position description therefore does not detail all of the tasks and duties that an employee will be asked to undertake so that HRCC can respond to the pandemic. It is expected that employees will have a willingness and understanding of the need to be adaptable to reasonable changes in duties and tasks that may be required. Any such changes will not impact the rate of payment as outlined in this position description.

You are eligible to participate in Working for Victoria if you are:

- legally able to work in Victoria
- are unemployed or have recently experienced a significant reduction in income

If you are interested, please sign up and provide information about your job preferences, skills and experience on “Sidekicker”: <https://www.getsidekicker.com/create-sidekick-account?source=vic-gov-marketplace>

Once you have done this you will then start receiving updates about employment opportunities that you can apply for relevant to your interests and experience.

POSITION OBJECTIVES:

The position supports the planning, utilisation and activation of social infrastructure, including recreational, social, cultural and open space assets and how best the services, programs and projects attached to these assets make the Horsham municipality a desirable place to live and work.

KEY RESPONSIBILITY AREAS:

- understand relevant HRCC strategies and plans and how these influence and impact the operations and priorities of the Arts, Culture and Recreation Team, and assist in the implementation of relevant activities and projects as determined by current priorities
- deliver projects in accordance with HRCC Project Management Framework and engage/work with community groups and other Business Units to enable effective delivery of planning and capital works projects

- to specifically support the Co-ordinator Recreation & Open Space Planning and the Co-ordinator of Performing Arts in the development of a prioritised approach to arts, cultural and recreational service delivery
- support key staff to undertake community consultation with key stakeholder and user groups to develop precinct plans aligned to key strategies and establish long term and equitable approaches to resource allocation, prioritization and co-location of recreation, open space and cultural assets
- work constructively and collaboratively across teams and Directorates of Council, including Operations, Asset management, Maintenance and the Projects' Office

Note: In accordance with award provisions, Council may direct an employee to carry out such duties as are within the limits of the employee's skill, competence and training, provided such duties do not promote a narrowing of the employee's skill base.

RISK MANAGEMENT:

- perform duties in a manner that prevents and does not place unnecessary risk on the personal health and safety of others or any property;
- encourage other employees to work safely;
- report any illness, injury, hazard, near miss or incidents and losses of any kind as soon as they are detected to the manager or supervisor

ORGANISATIONAL RELATIONSHIP:

Reports to: Co-ordinator Recreation & Open Space

Supervises: Nil

Internal Liaisons: Arts, Culture and Recreation Team
 Project Office Unit staff
 Facilities Maintenance Unit staff
 Assets Management Unit staff
 Wellbeing Project Officer
 Community Relations and Advocacy Team Staff

External Liaisons: Targeted community and other groups (as defined in project plans, which may include but not be limited to the public, community peak bodies, sport and recreation groups, contractors and consultants)

ACCOUNTABILITY AND EXTENT OF AUTHORITY, JUDGEMENT AND DECISION MAKING:

- responsible to the Co ordinator Recreation and Open Space Planning for the satisfactory completion of duties within the set time schedule; to the appropriate standard and in a safe and efficient manner in accordance with the Occupational Health & Safety Act, regulations and requirements and Council policies which apply
- work is usually of an investigative/research and draft nature, with the freedom to act prescribed by a more senior position
- work may involve improving and/or developing methods and techniques, generally based on previous experience. Problem solving may involve the application of these techniques to new situations. Guidance and advice are usually available.
- the work is usually of an investigative and analytical nature, with the freedom to act prescribed by a more senior position. The quality of the output of these positions can have a significant effect on the process of policy development
- has a formal input into policy development

In respect of OHS matters, HRCC expects that staff will take reasonable care and:

- protect their own health and safety at work;
- avoid adversely affecting the health and safety of any other person
- use any equipment provided for health and safety purposes;
- obey any reasonable instruction they may be given in relation to health or safety at work;
- ensure they are not, by the consumption of alcohol or a drug, in such a state as to endanger their own safety at work or the safety of any other person at work; and
- promptly report all accidents to their supervisor

SPECIALIST SKILLS AND KNOWLEDGE

- advanced skills and experience in project management principles and application
- well-developed knowledge, experience in and understanding of one or more of the following disciplines: social planning, recreation and open space planning, asset management, arts, events or festivals management and/or community development
- understanding or awareness of local Council processes
- knowledge and experience of contemporary community consultation, engagement and stakeholder management skills and methodologies

MANAGEMENT AND ADMINISTRATIVE SKILLS:

- effective time management and writing skills

- planning and goal setting skills together with the ability to prioritise work effectively
- efficient computer software skills, knowledge and understanding (in particular Microsoft Office)

INTERPERSONAL SKILLS:

- excellent English and customer communication skills
- excellent personal presentation
- able to co-operate effectively with other staff in a team environment and to work individually
- ability to think logically, quickly and within set time-frames
- able to liaise with counterparts in other organisations to discuss specialist matters and with other HRCC employees throughout the organisation

LICENCES AND ASSOCIATED EXPERIENCE

- driver's licence

OTHER QUALIFICATIONS AND EXPERIENCE:

- a degree in project management, or an aligned discipline such as, social planning, recreational and open space planning, community development, is preferred
- experience in the implementation of practical processes for managing works consistent with the role, including a demonstrated ability to prepare quality plans and relevant documentation

SELECTION CRITERIA:

- a relevant qualification in project management, or an aligned discipline such as, social planning, recreational and open space planning, community development
- experience of working closely with community groups, recreation, events, tourism or sporting associations to negotiate shared and agreed outcomes
- experience in and applied knowledge of producing strategic documents to guide planning and delivery of work, as it applies to either community infrastructure, facilities, open space and recreation and/or cultural programming
- demonstrated ability to analyze and process information, and be able to translate complex information into accessible and useable formats, particularly for public consumption

- experience and understanding of local government practices, processes and operating environment or a willingness to learn these functions
- excellent written and verbal English communication skills
- current driver's licence

FURTHER INFORMATION:

Horsham Rural City Council is committed to providing and promoting child safe environments. Council has zero tolerance to child abuse and aims to create a child safe and child friendly environment where children feel safe and secure and have fun. This includes the physical, emotional, cultural and social wellbeing of all children.

Council encourages applications from people of all abilities and can make information available in alternative formats if required.

Background, Pre-employment, Medical and Police record checks will be conducted as a part of the appointment and confirmation of employment processes.

Horsham Rural City Council is an Equal Opportunity Employer. Council and its employees also have obligations under Victoria's Charter of Human Rights and Responsibilities. See the People & Culture Department or www.humanrightscommission.vic.gov.au for further information.

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