

Employment Information Package



Arts and Culture Officer

Position number: POS1838

Enquiries:

***POSITION ENQUIRES MUST BE SUBMITTED BY MONDAY 23 DECEMBER, 2024**

Name: Marcus Grantham

Position: Team Leader Place Making

Phone: 0409 576 444

Email: Marcus.grantham@launceston.tas.gov.au

Application closing date: 3:00PM, TUESDAY, 31 DECEMBER 2024



City of
LAUNCESTON

Town Hall, 18-28 St John Street Launceston

T 03 6323 3000

E contactus@launceston.tas.gov.au

www.launceston.tas.gov.au

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Address all correspondence to:
Manager People and Culture
City of Launceston
PO Box 396
LAUNCESTON TAS 7250
Email address: contactus@launceston.tas.gov.au

When emailing your application, attachments should be sent in either Word (.doc/.docx), PDF (.pdf), TIFF (.tiff), JPEG (.jpg) or Excel (.xls/xlsx) formats.



Introduction

Launceston is the regional hub of Northern Tasmania and enjoys a rich natural and social history. Located at the head of the picturesque Tamar Valley, the Launceston region is renowned for its award-winning wines, gourmet dining experiences, magnificent natural features and friendly residents. Our city is human scale. A series of green and wild spaces linked by heritage streetscapes and thoughtful adaptations. A real blend of old-world and new, tradition and innovation.

The City of Launceston municipal area covers an area of 1,405 square kilometres with a population of around 71,000 residents.

The City of Launceston is Tasmania's largest municipal council in terms of population and revenue. Launceston boasts all the major facilities of a much larger city, many of which are owned and operated by the City of Launceston.

The City of Launceston is served by 12 Councillors, including the Mayor and Deputy Mayor.

Click [here](#) to view City of Launceston's strategic and annual reporting.

City of Launceston organisational chart

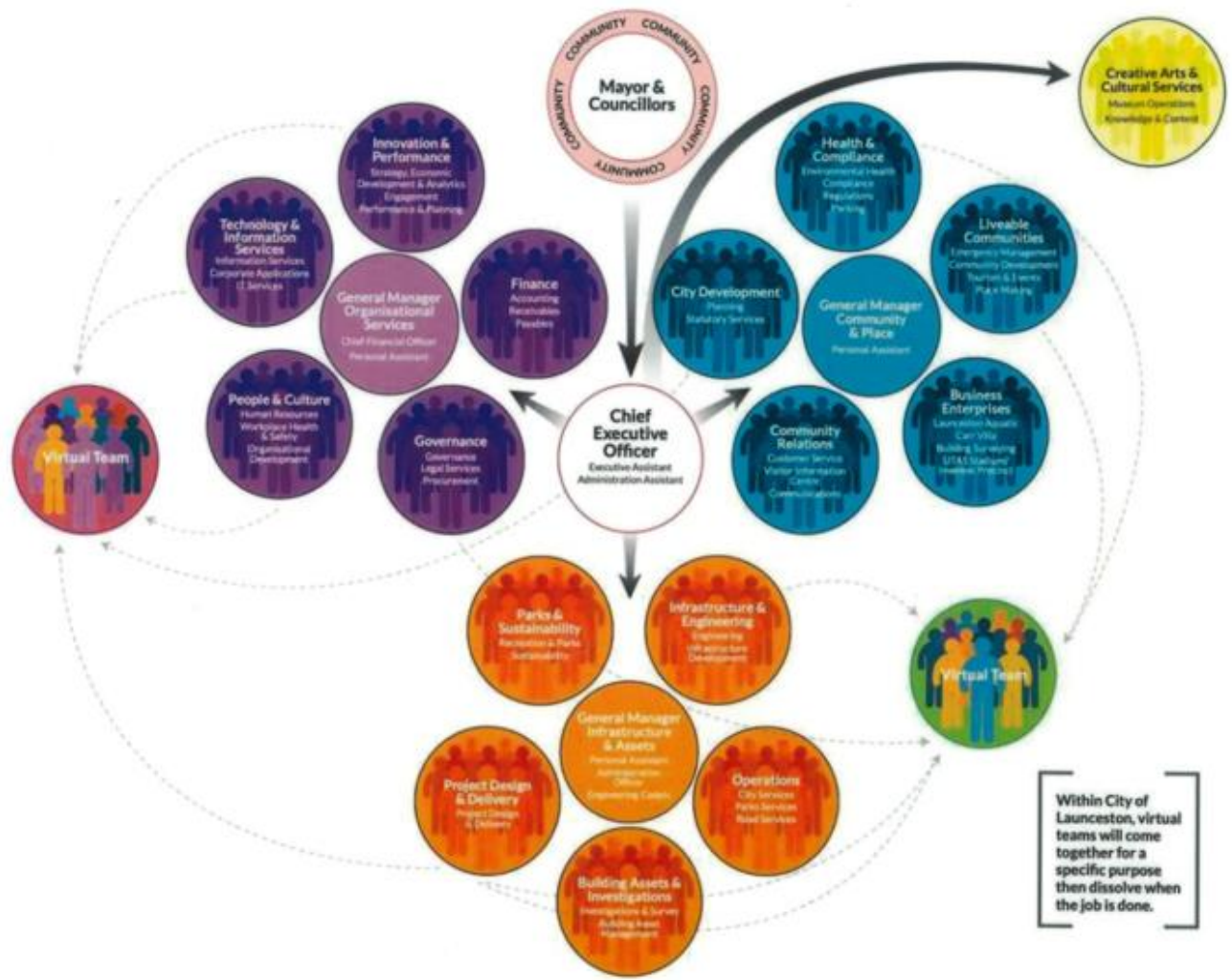
The City of Launceston is recognised as an Employer of Choice by the Tasmanian Government.

An Employer of Choice is a workplace that demonstrates contemporary workplace practices and provides outstanding support for its staff.

The Council employs around 570 employees across a range of responsibilities.



At City of Launceston we are an agile organisation, with teams being more empowered and self-managing



Organisational values

At the heart of our organisation are our four organisational values. Our employees are expected to adhere to, support and promote our values at all times.

Our aim is to attract and retain people who share our values and want to be a part of our positive workplace culture. Before submitting your application please review our values and decide if they are a good fit for you.



OUR PEOPLE MATTER

- We value clear and open communication
- We support and encourage each other
- We respect diversity
- We recognise individual needs, experience and strengths



WE CARE ABOUT OUR COMMUNITY

- We take pride in our work and pursue a standard of excellence
- We genuinely listen, and value collaborative relationships
- We strive towards the best outcome for our community
- We make responsible and sustainable decisions



WE BRING AN OPEN MIND

- We actively seek opportunities to continuously improve
- We respect and explore different ideas and perspectives
- We embrace change that leads to positive outcomes
- We value innovation and creativity



WE GO HOME SAFE AND WELL

- We show care for people and look out for one another
- We speak up and support others to be healthy and safe
- We take personal responsibility for our own health and wellbeing
- We value work-life fit

Information for applicants

City of Launceston is an equal opportunity employer. Our workforce is diverse, inclusive, flexible and family-friendly.

We value the different backgrounds, skills and contributions of all employees and treat each other and our community with respect.

We want opportunities at City of Launceston to be accessible and attainable to all candidates. If you are interested in this role but have concerns about your suitability, please talk to us before submitting your application.

Please read this information carefully, as it will help you with the preparation of your employment application.

When applying for this position, you must provide the following documentation:

1. Covering letter
2. Statement addressing the selection criteria (highlighted criteria only)
3. Resume

The online Application for Employment can be [accessed here](#) (you will be asked to attach your supporting documentation)

1. Your covering letter should introduce you and explain why you are applying for the role.
2. All recruitment and selection decisions are based on merit. The most suitable person in terms of skills, knowledge, qualifications, relevant experience, alignment with organisational values and work attitudes is selected for the position. Selection is based on the assessment of each application in relation to the selection criteria identified in the position description. The position description is included later in this information kit.

The selection criteria consists of the qualifications, knowledge, skills, attitudes and abilities required to successfully perform the role. You must provide a statement that addresses each highlighted selection criterion for the role. Your statement should include examples that demonstrate how you meet each criterion.

Please see information here on how to address the [Selection Criteria](#).

3. Your resume should provide details of your qualifications, work history, special skills, training and competency details and referees, plus any other information that may support your application. Be clear and informative. Include the names, position titles, addresses and telephone numbers of at least two work referees.

If we can assist you with any reasonable adjustments in order to submit your application for this role, please contact the People and Culture Team via email at contactus@launceston.tas.gov.au, noting your preferred method of communication and contact details and a member of the team will be in touch.

Recruitment steps

1. **Application received**
2. **Shortlisting**
 - Shortlisted applicants will be contacted by telephone or email to arrange an interview.
 - Unsuccessful candidates will be advised by email.
3. **Interview**
4. **Pre-Employment Checks:**
 - Reference Check
 - Police Check
 - Medical Assessment
 - Drug and Alcohol screening

All costs covered by City of Launceston
5. Suitability determination and preferred candidate identified
6. Letter of Offer

Employee benefits

- Our employees have access to discounted health insurance options through St Luke's Health and BUPA.
- Employees have access to a free EAP service, which provides support and counselling for personal and work related issues, coaching and advice for leaders and counselling assistance for immediate family members.
- We are committed to providing a working environment that is sufficiently flexible to meet the operational requirement and workload demands of the City of Launceston while accommodating, where possible, the needs of our employees.
- Discounted membership at Launceston Aquatic.
- Discounts at the Museum Gift shop.
- Additional leave: employees may request to purchase an additional two or four week's additional leave per year to help manage family/carer responsibilities or other special circumstances.

General conditions of employment

Position title	Arts and Culture Officer
Employment terms	Full Time
Working pattern	19 Day Month
Total remuneration	\$93,282* <i>*Total remuneration includes superannuation, as detailed below</i>
	Base salary \$80,939
Superannuation	Employer contribution of 15.25%

- **Annual leave:** employees are entitled to 4 weeks (pro-rata for part-time employees) annual leave per year, plus leave loading.
- **Personal leave (for sick and carer's leave):** employees are entitled to two weeks (pro-rata for part-time employees) personal leave per year, if they are unable to attend work due to personal illness/injury or to provide care for a spouse/partner or immediate family member.
- **Paid parental leave:** employees are entitled to fourteen weeks paid (or twenty eight weeks at half-pay) parental/adoption leave for the primary carer; two weeks paid leave for the secondary carer.
- **Long Service Leave:** Long service leave applies after 7 years continuous service.

The City of Launceston Enterprise Agreement 2021 is available [here](#)


The City of Launceston Leisure and Aquatic Centre Enterprise Agreement 2022 is available [here](#)

Position Description

Position Description Form - Officer

PF NUMBER:	PF0	POS NUMBER:	POS1838
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POSITION TITLE:	Arts and Culture Officer
AWARD CLASSIFICATION:	Grade 5
EMPLOYEE:	Vacant
TEAM:	Place Making
NETWORK:	Community and Place
REPORTS TO:	Team Leader Place Making
PREPARED BY:	Marcus Grantham
DATE:	March 2024

APPROVED BY:	
NAME:	Michelle Ogulin
POSITION:	Manager Liveable Communities
SIGNATURE:	

POSITION PURPOSE (Why does this position exist)

As part of the Place Making team, this position will contribute to the development, coordination and implementation of programs and projects across many place based projects from a cultural development perspective. This role is responsible for:

- Strengthening a socially cohesive and vibrant community through fostering interest, participation, appreciation and celebration of art and culture across the municipality and within Council.
- Embedding cultural sensibilities and strategies into place making projects and practices for a more holistic conception of place.
- Guiding and overseeing the implementation of the City of Launceston Cultural Strategy and Public Art Strategy.
- Developing partnerships to further cultural development with artists, cultural organisations, educational institutions, festivals, local community groups and businesses
- Leading or providing input into and support Council's programs and planning processes from a cultural development framework perspective - e.g., Place Making Framework, Community Development Framework, Events Strategy, Tourism Plan, etc.
- Ongoing integration with the Place Making Team to share ideas, skills and experience to make and shape better places and become invested in their success.

City of Launceston is a values-based organisation, which means that we employ people who share and display our values



Our people matter

- we value clear and open communication
- we support and encourage each other
- we respect diversity
- we recognise individual needs, experience and strengths



We care about our community

- we take pride in our work and pursue a standard of excellence
- we genuinely listen, and value collaborative relationships
- we strive towards the best outcome for our community
- we make responsible and sustainable decisions



We bring an open mind

- we actively seek opportunities to continuously improve
- we respect and explore different ideas and perspectives
- we embrace change that leads to positive outcomes
- we value innovation and creativity



We go home safe and well

- we show care for people and look out for one another
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- we take personal responsibility for our own health and wellbeing
- we value work-life fit

Accountabilities	Activities/Tasks include:	Success looks like ...
General		
City of Launceston's Values	Behave in a way that supports the City of Launceston's values. <ul style="list-style-type: none"> • Our people matter • We care about our community • We bring an open mind • We go home safe and well 	Demonstrates, through behaviour, an alignment to and an understanding of our values
Technology	Use technology and information to maximise efficiency and effectiveness.	New and existing technologies are utilised effectively.
Collaborate	Work collaboratively within your team and across networks. Support delivery of the Network's strategic and annual plan actions. Work with horizontal teams as relevant to technical role accountabilities.	Actively participating in team meetings/tool box meetings, by offering ideas and suggestions and providing feedback Collaborative opportunities are sought across Networks
Innovation	Encourage and be proactive in developing a culture of introducing new and improved work practices and projects within your team and your network.	Improved work practices and projects.
Technical		
Cultural Strategy and Public Art Strategy implementation	Oversee implementation of the City of Launceston Cultural Strategy and Public Art Strategy.	The Cultural Strategy and Public Art Strategy implementation framework is developed and delivered within time, budget and scope.
	Liaise with internal and external stakeholders to facilitate opportunities arising from the Cultural Strategy and Public Art Strategy.	Actions that support the Cultural Strategy and Public Art Strategy are promoted, implemented and celebrated
	Update and review the Cultural Strategy and Public Art Strategy, and associated implementation framework on a need basis to ensure it remains relevant and effective.	The Cultural Strategy and Public Art Strategy remains an active strategic document that provides guidance to Council and Community cultural and public art development activity.
Stakeholder Management	Establish strong and sustainable partnerships with key stakeholders including local community groups, artists and arts organisations, community and business organisations, other government and non-government agencies and schools to develop, implement and support the delivery of cultural development activities.	Effective partnerships are developed with key organisations to support and celebrate cultural activity in Launceston

Accountabilities	Activities/Tasks include:	Success looks like ...
	Act as the service level manager for operators of the Princess Theatre and the Albert Hall	Operators of the Princess Theatre and Albert Hall have a central point of contact within Council to maintain effective functioning of those facilities
	Explore and envisage potential future uses and links between the Princess Theatre and Albert Hall with the artistic community in Launceston to generate partnerships and cultural capital.	Explore ongoing opportunities of how artists and organisations can connect with and use Princess Theatre and Albert Hall
Place and cultural development projects and programs	Undertake relevant projects that deliver identified actions within the Cultural Strategy	Cultural development projects are identified and successfully delivered within available resources
	Prepare quality funding submissions to attract external funding for cultural development program initiatives and complete acquittals and associated reporting	Opportunities for cultural development funding are actively pursued and successfully secured and acquitted
	Undertake contract administration and supervision of contractors as required	Meet all relevant project management and Council contract requirements.
	Work with internal and external stakeholders to coordinate and administer the Cultural Advisory Committee	<p>Effective coordination and administration of the Cultural Advisory Committee, which includes:</p> <ul style="list-style-type: none"> • organising meeting dates and times • development of meeting agendas in collaboration with internal and external stakeholders • development of meeting minutes • assist with the investigation and implementation of committee recommendations
	Work with internal and external stakeholders to develop and implement Cultural programs	Effective coordination and administration of programs which strengthen the City's culture (e.g. City busking)
	Become an integral part of place making projects to provide a cultural development perspective and strategies.	Integration of the cultural dimension into key place making projects.
Cultural development expertise and advice	Provide advice and support to relevant internal and external projects that align with the Cultural Strategy and/or provide for cultural development	High quality advice is provided in a timely manner.

Accountabilities	Activities/Tasks include:	Success looks like ...
	Undertake the development and implementation of Council's cultural policies, strategies and procedures	Cultural policies, strategies and procedures are developed to a high standard and in a timely manner.
Work Safely with a Duty of Care for fellow employees and ensure procedural compliance	<p>Perform all work in a safe manner in accordance with the City of Launceston's Occupational Health and Safety Policy and Procedures</p> <p>While at work, a worker must –</p> <p>(a) take reasonable care for his or her own health and safety; and</p> <p>(b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and</p> <p>(c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and</p> <p>(d) cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.</p> <p>(Section 28 Work Health & Safety Act 2012)</p>	
<p>Note: Whilst the key functions and responsibilities for the role are set out above, the Council may direct an employee to carry out such duties or tasks that are within the limits of the employee's skill, competence and training.</p>		

WORKING WITH VULNERABLE PEOPLE CHECK	
	Yes/No
Working with Vulnerable People Check required?	No
<i>If yes, include in Selection Criteria table below</i>	

SELECTION CRITERIA	
POSITION REQUIREMENTS/COMPETENCIES	
Organisational	
<ul style="list-style-type: none"> Community Focussed: considers community/customers in decision making 	
<ul style="list-style-type: none"> Communicate and Engage: demonstrates self-awareness & encourages open discussions & contributions from others 	
<ul style="list-style-type: none"> Create and Innovate: displays initiative & considers different ideas and perspectives 	
<ul style="list-style-type: none"> Safety Focussed: takes responsibility for own and team's health, well-being and self-care 	
Position Specific	
<ul style="list-style-type: none"> Proficiency in the application of community cultural development theory and policy 	
<ul style="list-style-type: none"> Demonstrated knowledge of or ability to acquire knowledge of the local cultural and creative communities, including arts, music, and events 	
<ul style="list-style-type: none"> Highly developed written communication and interpersonal skills and the ability to communicate with a range of people 	
<ul style="list-style-type: none"> Excellent organisational skills including experience in coordinating the delivery of projects 	
QUALIFICATIONS AND EXPERIENCE	
<ul style="list-style-type: none"> Relevant tertiary qualifications or a minimum of 5 years of relevant work experience 	

REPORTING STRUCTURE	
Manager	Manager Liveable Communities
Direct Reports	Nil

KEY RELATIONSHIPS (External and Internal Customers, Supplier, Colleagues, etc)	
Internal	Nature of Relationships
Team Leader Place Making	Reports to
Managers	Work accountably to managers
Liveable Communities Team	Peers/colleagues
Relevant City of Launceston officers	Internal customers and colleagues
Executive Leadership Team	Provide advice
Councillors	Provide advice
External	Nature of Relationships
With government departments in the cultural, creative, and arts development sectors, including: Theatre North Albert Hall Lessee Community and Arts Organisations Education Providers Government agencies	Key stakeholders and partners
With non-government organisations in the heritage and development sectors, including: Land owners, residents and Ratepayers The broader community	Key stakeholders and partners

DELEGATIONS & AUTHORISATIONS (Local Government Act, By-Laws etc)	
Purchasing Approvals	Limit \$0

Confidentiality

Staff are

- a) Able to access; or
- b) May be exposed in the course of performing their duties to information that may be related to individuals, organisations or the general dealings of the City of Launceston. Some of this information will be of a sensitive nature – either within or external to the organisation.

By accepting this position the employee undertakes:

- a) To keep all information that they are exposed to confidential during and after their period of employment with City of Launceston. Information should never be disclosed outside of the organisation and only be disclosed to other employees if there is a need within the context of the task being performed.
- b) To not access any information within the organisation's systems that is not directly relevant to their work.
- c) To abide by the requirements of the Confidentiality and Privacy clause of the relevant Enterprise Agreement.

OTHER RELEVANT INFORMATION
Expectations of a City of Launceston employee: <ul style="list-style-type: none">• Have strategies in place to enhance their own health and well-being, manage stress and maintain professionalism;• Seeks feedback broadly and asks others for help with own development areas; and• Translates feedback into an opportunity to develop.



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