POSITION DESCRIPTION
DIRECTOR CITY, COMMUNITY AND CULTURE #607

DIRECTORATE:	**CITY, COMMUNITY AND CULTURE**	**REPORTS TO:**	**CHIEF EXECUTIVE OFFICER**

POSITION PURPOSE:

This position is an integral part of the Executive Leadership Team that provides high level leadership and strategic direction to the City Community and Culture Directorate.

Director City Community and Culture leads a multi-disciplinary directorate delivering a range of services including Community Development, Volunteer Management Activities, Community Planning, Communications, Community Engagement. Public Gallery Arts, Events Delivery, Library Services and Customer Services.

The purpose of the role is to provide responsible, efficient and effective leadership and management of the above areas to achieve the delivery of Council's Strategic Directions, driving a culture of positive, innovative, and customer-focused service delivery across the Directorate ensuring high-quality outcomes for the community.

KEY ACCOUNTABILITIES AND RESPONSIBILITIES:

- Lead, inspire, motivate and develop an agile, cohesive, innovative and a high achieving team of people to optimise service delivery and performance, and to embrace and engage with the Council's strategic vision for change and growth.
- Lead a culture of continuous improvement, innovation, high achievement, opportunities for development, and collaborative leadership across Council to effectively deploy resources, meet changing circumstances, improve service delivery and ensure adequate capability and capacity to deliver operational and significant priority projects.
- Lead a positive, respectful, healthy and safe work environment, and work collaboratively across all service areas of Council through building trusted and effective relationships with all key stakeholders (including Elected Members, community members and other external stakeholders) to ensure issues and needs are understood and taken into consideration when decisions are being made and services delivered.
- Act as a trusted advisor regarding best practice and innovative service to Council, and manage and resolve complex problems by proactively seeking and integrating information from a wide range of stakeholders and subject matter experts to anticipate issues before they occur, and ensure decisions made and actions taken are based on both evidence and an appreciation of stakeholder needs and expectations.
- Represent and promote Council, by highlighting group achievements and actively articulating the Council's vision within the community and industry, to endorse Council as an employer of choice and as an agile, forward-looking and innovative organisation that is focused on serving the needs of the community.
- High level strategic leadership and advice in relation to communications, and engagement to support the achievement of community objectives.
- Consult with and seek input from companies, government departments and local and regional economic development agencies in relation to Council's strategic and operational imperatives, as directed by the Council and the CEO.
- Lead Council's operations in the development, revision and implementation of policy regarding communications, community development, customer service, arts, library service, and event delivery (and related) frameworks.
- Ensure the success of Council's Arts and Events delivery programs, through effective leadership of these functions.
- Coordinate grant applications across Council, maintaining a register of grant applications, and ensuring that all grant applications submitted are of high quality, consistent with Council's long-term budgeting priorities, and parallel with Council's established strategic direction.

- Drive the effective utilisation of Council facilities by a range of stakeholders such as community and sporting groups, business, not-for-profit organisations, with a view to maximising the public value of Council's community-facing assets.
- Maintain up to date knowledge of local and regional priorities, opportunities and challenges to ensure Council strategy and service delivery is based on community needs, considering contemporary management and professional standards, reform and best practice innovation.
- Establish and maintain the confidence, trust and respect of a majority of elected members, acting as representatives of the community of the City of Prospect.
- Other duties as directed by the Chief Executive Officer.

RECORDS MANAGEMENT

- All employees are responsible for managing records and information in accordance with the State Records Act 1997, Council policies, and approved procedures.
- Creating and capturing records that document business activities and decisions.
- Maintaining records in systems to ensure accessibility, integrity, and security.
- Ensuring records are disposed of appropriately and lawfully when no longer required.
- Complying with information governance frameworks and contributing to continuous improvement in records management practices.

WORK HEALTH & SAFETY

- Responsible to ensure compliance, provide direction and have influence over the organisation's legislative and procedural responsibilities, and establishing, implementing and continuously improving the WHSMS
- Provide oversight and ensure resolution following investigation of high-risk hazards and incidents within the Directorate of responsibility.
- Proactively promote and consider WHS management in operational functions and projects.
- Actively support Managers, Team Leaders and injured workers during return-to-work processes.
- Ensure programs are in place supporting the rehabilitation of injured workers and their safe return to work in accordance with the service standards set out in the Return-to-Work Act 2014.

ESSENTIAL CRITERIA

- Relevant degree or tertiary qualification in an area focused on health, communications, community development, engagement, social science, sociology, recreation and sport, or related discipline.
- A not prohibited Working with Children Check, an Aged Care Screening Check and a valid National Police Clearance, or willingness to obtain.
- Experience in providing leadership and strategic direction, preferably to a multi-disciplinary team, to enable the delivery of the strategic objectives of the organisation
- Demonstrated experience and sound knowledge in one or more of the following disciplines: strategic communications, community development and community engagement, with the ability to contribute to integrated strategies and initiatives that deliver positive organisational and community outcomes.
- Demonstrated understanding of contemporary approaches to community activation, program development and strategic partnerships that foster community participation, social inclusion and a connected, vibrant and inclusive community.
- Demonstrated understanding of customer service principles and strategies, with the ability to drive service excellence through customer-focused service delivery, organisational culture and continuous improvement, fostering a strong customer experience ethos across all levels of the organisation.
- Achievements in leading and facilitating project and change management initiatives.
- Experience in the preparation and implementation of business plans and budgets and generating innovative approaches to more effectively deploy resources

- Understanding of the key political, social, demographic and economic factors affecting metropolitan Adelaide.
- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and workplace diversity
- Knowledge of issues relating to community engagement, relationship-building, and effective communications.
- Knowledge of the essential elements of the Local Government Act
- Demonstrated ability to work in a politically sensitive environment
- Demonstrated ability to provide authoritative advice
- Demonstrated presentation/facilitation skills
- Demonstrated ability to interpret and implement relevant legislation and policies
- Capacity to perform significant work out-of-hours, including attendance at after-hours meetings and workshops

DESIRABLE CRITERIA

- Relevant post graduate qualification
- Relevant management qualification
- Knowledge of key priorities, opportunities and challenges in the inner eastern region of Adelaide

ACKNOWLEDGEMENT AND AGREEMENT