



Position Description

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| Position Title | Manager Community and Culture |
| Position No. | 9014 |
| Division | People and Places |
| Section | Community Services |
| Responsible Sections | Cultural Development, Community Development and Library. |
| Reports to | Director People and Places |
| Current Status | Full Time 35 hours per week. |
| Band/Level | 3/3 |
| Grade | 18 |
| Step | Entry Level to Step 4 |
| Last Reviewed | September 2024 |
| Conditions of Employment | <p>The employee will work within conditions detailed within the NSW Local Government (State) Award and the Council Policies/Systems including, but not restricted to:</p> <ul style="list-style-type: none"> * Council's Salary Administration System * Council's Code of Conduct * Equal Employment Opportunity * Equity & Access to Training * Performance Appraisal |
| Work Health and Safety (WHS) | <p>The employee who occupies this position must abide by Council's WHS policies and procedures as described in Council's WHS Manual. The employee must participate in the completion of relevant WHS/Risk documentation and take all reasonable and practicable steps for their own health and safety and of others affected by their actions at work.</p> |

Position Summary

The Community and Culture Manager will work to achieve positive community and social outcomes together with social change aligned with Council's community development initiatives.

The role involves identifying community needs, building capacity, and advocating for effective community strengthening through productive partnerships, working groups and engaging with the community including youth and aged residents.

To deliver required outcomes the Community and Culture Manager will utilise best practice community connection and engagement whilst ensuring robust governance, operational excellence, standard principles and frameworks underpinned by technology solutions.

The Community and Culture Manager will coordinate the delivery of Council's Community planning services, including a range of social planning, data analysis and social research functions, all with the aim of enhancing evidence-based outcomes for Community and council.

The Community and Culture Manager is responsible for ensuring that the strategic, technical and operational management of the Community Services section is delivered in accordance with the strategic direction set by Council's Integrated Planning and Reporting Framework.

Specific Duties and Responsibilities

- Effectively plan and develop community and cultural development programs and projects in accordance with the strategic direction set by Council's Integrated Planning and Reporting Framework.
- Develop and maintain appropriate consultative processes with residents, community organisations, and key stakeholders to identify community needs and gaps in service provision
- Consider Community and Cultural service issues in the context of Council's functions and Council's ability to address these issues, and by researching and identifying current trends and needs in the provision of community and social services.
- Promote and coordinate access implementation and the Disability Inclusion Action Planning.
- Liaise and establish strong and sustainable partnerships with relevant stakeholders including Federal and State Government Agencies, and other key agencies including health, education, vocation, community transport and the business sector.
- Work with internal and external stakeholders to identify and implement new opportunities and initiatives for the delivery of community and cultural services to enhance with quality of life of the residents of Lithgow LGA.

- Manage and coordinate Council's Libraries to ensure community engagement, increased utilisation and collection development that meet the community's needs.
- Oversee the Council's cultural development initiatives including the management of Eskbank House museum, Union Theatre, Council's artifact and art collections.
- Prepare Council Reports in accordance with the relevant deadlines for Council's Business Papers and attend Committee meetings of Council as required.
- Develop a positive team atmosphere and to manage and mentor staff .
- Investigate and advocate for external sources of funding for the improvement and continuation of community support and development focussed services
- Communicate with Stakeholders on feedback on Community and Culture
- Ensure that decisions are made using sound professional judgement and within delegated authorities.
- Continuously maintain an accurate and up to date working knowledge of community development and engagement practices, trends, policies and procedures.
- Manage the Community Development budget and resources in accordance with Council policies and procedures.
- Provide accurate, timely and professional advice to the Director People and Places and Executive Team.

Core Duties and Responsibilities

Following is a list of select duties and responsibilities that are required in this position, as well as other positions within the organisation;

Operational

- Ensure compliance with Council processes and procedures.
- Provide clear, concise and appropriate advice and recommendations in a timely manner.
- Conduct adequate and timely research in order to provide quality and accurate advice and responses.
- Overseeing works, proactive engagement with the community and liaising with a range of internal and external stakeholders.
- Demonstrate a strong customer focus which is accurate, responsive, timely and courteous, both written and verbal, with responses to be clear, concise, and comprehensive, and properly reflect Council's policies and codes.
- Ensure transparency is inherent in undertaking duties and delivering projects.
- Flexibly respond to organisational requests for urgent work.
- Manage and maintain programs relative to the department.

Work Health & Safety Supervisor Responsibilities

- Set and enforce clear standards for WHS in their department, in line with Council's WHS policies and procedures

- Plan departmental WHS actions in order to assist Council in achieving its WHS objectives and targets
- Monitor and report on departmental WHS performance and the KPIs of people reporting to them
- Monitor the workplace to identify and respond to hazards
- Ensure that all workers and others under their direction are trained and competent in relation to all relevant WHS topics
- In consultation with workers and other affected people, ensure all WHS hazards in their department are identified, controlled, and reviewed, and carry out all allocated WHS corrective actions in a timely manner
- Carry out incident investigations on all significant incidents.
- In consultation with relevant workers, ensure all WHS risks associated with the whole product or service life cycle are assessed and WHS considerations are prioritised in all purchasing decisions, as far as reasonably practicable.
- Follow Council's WHS policies and procedures as instructed
- Ensure their actions do not adversely affect the health and safety of themselves or any other person
- Report all WHS hazards and incidents to their supervisor as soon as possible
- Participate in all required WHS training
- Follow all reasonable directions from supervisors, managers, and others in regard to safety

People Leadership

- Display Lithgow City Council's core value of leadership, including all aspects of staff management, guidance and the demonstration of role model behaviours.
- Be aware of the well-being of the team.
- Monitor the work of staff at frequent, regular intervals, to identify issues of concern early and contribute meaningfully to the resolution of those issues
- Follow Defined Ethical Guidelines from Council, including Code of Conduct Understanding of Code of Conduct and Public Interest Disclosures Act.
- Any potential conflicts of interest are reported immediately to the relevant Council officer.
- Support is given to other staff who may wish to report any potential conflicts of interest.

Business Performance

- Set priorities, prepare timetables, work schedules and maximise output whilst ensuring high quality outcomes.
- Contribute to the integration of core services across Council.

Qualifications, Skills and Experience

Selection Criteria

Essential

- Tertiary qualifications in community services or engagement or relevant disciplines and/or demonstrated extensive relevant experience in a related field.
- Demonstrated understanding of the principles and practices of social planning, community development and engagement.
- Demonstrated experience in managing and leading a multifunctional team to achieve strategic outcomes.
- Experience in developing and implementing communications strategies to achieve an engaged and informed community.
- Demonstrated experience in developing and reporting on budgets for specific program areas.
- Excellent written and verbal communications skills as demonstrated in preparing reports, strategies, forums and presentations.
- A sound understanding of customer service functions.
- Comprehensive knowledge and understanding of the WHS Act and associated regulations including the development and implementation of WHS Risk Management Procedures relevant to the portfolio.
- Sound project management skills.
- Class C Drivers Licence
- Demonstrated commitment to the principals of honesty and integrity
- Demonstrated commitment to and understanding of WHS

Desirable

- Experience working within a Local Government
- Experience in interpreting Legislation applicable to the Position.