

ROLE DESCRIPTION

ROLE TITLE: ARTS DEVELOPMENT AND GRANTS OFFICER

AGENCY: Department of the Premier and Cabinet

CLASSIFICATION: ASO5

DIVISION: CHIEF OPERATING OFFICER

ROLE NUMBER: P39150

BUSINESS UNIT: CREATESA

REPORTS TO: Manager, Arts Development and Grants

ROLES REPORTING TO THIS ROLE: Nil

BUDGET: Nil

ROLE PURPOSE: The Arts Development and Grants Officer is accountable for delivering, developing and managing key components of grants programs for individual artists, groups and arts organisations to build a strong and sustainable independent arts sector across South Australia.

KEY OUTCOMES OF ROLE: The Arts Development Officer works closely with the Manager, Arts Development and Grants to deliver the following outcomes:

1. Management of grants programs including developing program guidelines and criteria, providing information to applicants, providing executive support to the peer assessors and management of the peer assessment grant process, preparing and monitoring budgets and preparation of reports, monitoring the efficient administration of SmartyGrants.
2. Implementation of grant funded initiatives to build the growth, performance and profile of the South Australian independent arts sector in a local, national and international context.
3. Contributing to the development of policy pertaining to the arts in accordance with overall Government policy objectives and priorities.
4. Contributing to the provision of advice to CreateSA senior management and the Premier by conducting research, and preparing reports, briefing papers, speech notes and correspondence.
5. Contributing to the effective operation of CreateSA by working collaboratively with other staff and agencies to develop and implement initiatives and projects, working in teams on specific projects, and being actively involved in corporate planning and evaluation.

KEY RELATIONSHIPS / INTERACTIONS:

- Manager, Arts Development and Grants
- Liaison with Executive Director, CreateSA
- Liaison and collaboration with staff across CreateSA and DPC
- Arts Development and Grants Officers and Grants Administration Officer
- Key stakeholders across the arts sector, the private sector and other government agencies

SPECIAL CONDITIONS: Applicants will be required to undergo the appropriate and relevant Employment Screening Assessment(s) required for this role in line with the DPC Employment Screening Policy.

- This role requires (please select those relevant for the role):
 - National Police Check (required for all roles)
 - Working with Children Check
 - Security Clearance (including Baseline, Negative Vetting Level 1, Negative Vetting Level 2, Positive Vetting)
- The Incumbent will be required to participate in the department's Performance Management Program.
- The Incumbent may be assigned to another position at this remuneration level or equivalent.
- Some out-of-hours work may be required
- Intra and/ or interstate travel may be required

KEY SELECTION CRITERIA:

- Comprehensive knowledge of the South Australian arts and cultural industry, and a broad understanding of arts policy and funding, and industry issues, at a national level.
- Demonstrated experience in managing grant processes, including providing advice to applicants and executive support to committees and industry peers.
- Demonstrated ability to communicate effectively, both verbally and in writing (including through written reports, oral presentations and in meetings), with a wide range of individuals, organisations, Government agencies and arts industry stakeholders.
- Demonstrated ability to manage program development and implementation, and to assume responsibility for significant areas of program activity.
- Sound knowledge of budgeting, administrative and financial processes.
- Demonstrated ability to work collaboratively and enthusiastically as a member of a team, perform effectively under pressure and meet multiple deadlines with limited supervision.
- Experience in undertaking research and policy analysis, data analysis and preparing briefings, correspondence and reports to a high standard.

SOUTH AUSTRALIAN PUBLIC SECTOR PURPOSE

- Making a difference so South Australia thrives

SOUTH AUSTRALIAN PUBLIC SECTOR VALUES

- | | |
|---|--|
| <ul style="list-style-type: none">▪ Trust▪ Service▪ Professionalism▪ Respect | <ul style="list-style-type: none">▪ Collaboration and Engagement▪ Honesty and Integrity▪ Courage and Tenacity▪ Sustainability |
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CORPORATE RESPONSIBILITIES

Incumbents are responsible for:

- Keeping accurate and complete records of business activities in accordance with the *State Records Act 1997*.
- Maintaining a commitment to the [Public Sector Act 2009](#), [The Code of Ethics for the South Australian Public Sector](#), and the legislative requirements of the *Public Sector Act 2009* and [Work Health and Safety Act 2012](#).

- Creating and maintaining a diverse, accessible, inclusive and culturally safe workplace to enable us to reflect our community.
- At all times acting in a manner that is non-threatening, courteous, respectful, and consistent with DPC's accreditation as a White Ribbon workplace.
- Demonstrating a genuine commitment to Reconciliation, and the achievement of Reconciliation Action Plan outcomes.

CORE COMPETENCIES & ASSOCIATED BEHAVIOURS EXPECTED AT THIS CLASSIFICATION

Supports and Implements the Strategic Direction

- Understands the big-picture and contributes to the development of strategic direction
- Understands and supports organisational goals and business objectives
- Understands, supports and promotes organisational goals and business objectives
- Steers and implements change
- Identifies, defines and solves complex problems relating to the teams work objectives
- Identifies broader factors, trends & influences across the Public Service that may impact on the teams work objectives

Achieves Results

- Makes effective use of individual and team capabilities and negotiates responsibility for work outcomes
- Evaluates alternatives objectively and uses evidence, knowledge and experience to deliver the best result
- Ensures compliance with Public Sector legislation, regulations and policies
- Monitors project performance and takes action to improve the delivery of quality outcomes as required
- Values specialist expertise and capitalises on the knowledge and skills of self and others

Enhances Business Excellence

- Actively supports and seeks new innovative initiatives and is responsive to change methodology to implement these
- Keeps abreast of market trends, developments and economic/ legislative changes to meet current and future organisational needs
- Identifies learning opportunities. Gives timely praise and recognition. Deals with under performance promptly, and works towards agreed performance standards
- Embeds a strong customer service ethos by understanding needs
- Monitors expenditure, manages procurement and contract procedures and identifies the appropriate use of resources

Cultivates Productive Working Relationships

- Listens to and considers different ideas and discusses issues credibly and thoughtfully. Identifies other people's expectations and concerns
- Can identify conflict in situations and acts sensitively, objectively and constructively to de-escalate conflict
- Works collaboratively and shares information with own team and seeks input from others
- Builds and sustains positive relationships with team members, stakeholders and clients
- Confidently communicates messages in a clear and concise manner using appropriate language

Exhibits Personal Drive and Professionalism

- Acts with integrity & promotes consistency among principles, organisational values and ethical behaviour
- Provides impartial and forthright advice. Challenges issues constructively and justifies own position when challenged. Acknowledges mistakes and learns from them
- Persists and focuses on achieving objectives in difficult circumstances responding in a positive and controlled manner
- Self evaluates performance and seeks feedback from others. Recognises how behaviour impacts on others. Committed to self development
- Contributes to a culture that values and respects diversity and models this in all interactions
- Ensures standards for the safety and wellbeing of self and others are maintained