

ROLE DESCRIPTION

ROLE TITLE: Senior Project Coordinator, Aboriginal and Torres Strait Islander Arts

CLASSIFICATION: ASO6

ROLE NUMBER: P42738

AGENCY: Department of the Premier and Cabinet

DIVISION: Chief Operating Officer

BUSINESS UNIT: CreateSA

REPORTS TO: Manager, Aboriginal and Torres Strait Islander Arts

ROLES REPORTING TO THIS ROLE: Nil

BUDGET: Nil

ROLE PURPOSE:

The Senior Project Coordinator, Aboriginal and Torres Strait Islander Arts is a key member of the CreateSA First Nations team. The role contributes to the delivery of strategic initiatives by coordinating, monitoring and implementing projects that advance Aboriginal and Torres Strait Islander arts and cultural outcomes across South Australia.

The role provides high-quality advice, undertakes project work, and collaborates across government and the arts sector to ensure CreateSA's work reflects best cultural practice and aligns with South Australian Government priorities. The role supports culturally safe engagement and effective communication with diverse audiences.

KEY OUTCOMES OF ROLE:

1. Deliver priority actions and projects from the *Aboriginal and Torres Strait Islander Arts Strategy* and *A Place to Create* policy by developing project plans, coordinating activities, and ensuring delivery on time, within scope and budget.
2. Prepare high-quality written products such as project briefs, ministerials, funding documents, minutes, reports and advice using clear and professional government writing standards.
3. Coordinate culturally informed engagement with Aboriginal and Torres Strait Islander artists, communities and organisations, ensuring all interactions reflect CreateSA values, cultural protocols and professional representation in the sector and community forums.
4. Implement effective project governance and risk management by establishing monitoring mechanisms, identifying and escalating emerging issues, and maintaining high-quality project documentation and assurance processes, including coordination of the CreateSA Aboriginal and Torres Strait Islander Arts Advisory Panel.
5. Provide culturally informed advice through research, analysis, scoping and the development of innovative solutions, supporting government investment and strategic approaches to Aboriginal and Torres Strait Islander arts.

KEY RELATIONSHIPS / INTERACTIONS:

- Manager, Aboriginal and Torres Strait Islander Arts
- South Australian Aboriginal and Torres Strait Islander Arts Advisory Panel
- Staff across CreateSA
- Government, industry and tertiary education stakeholders
- Stakeholders and counterparts in the arts, cultural and creative industries, within South Australia and nationally.

SPECIAL CONDITIONS:

This is an Aboriginal and/or Torres Strait Islander designated role, in accordance with sections 56(2) and 65 of the Equal Opportunity Act 1984. Only Aboriginal and/or Torres Strait Islander people are eligible to apply.

- 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):
 - Nationally Coordinated Criminal History Checks (NCCHC) (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.

KEY SELECTION CRITERIA:

- Demonstrated experience delivering projects, including planning, research, scoping, coordination and implementation, with the ability to manage competing priorities, meet deadlines and maintain high-quality project documentation.
- High-level written communication skills, with the ability to prepare clear, accurate and professional reports, meeting minutes, funding and project documents, and stakeholder communications.
- Ability to build respectful relationships and engage effectively with Aboriginal and Torres Strait Islander artists, communities and organisations, representing CreateSA professionally and communicating confidently in diverse settings such as meetings, forums and cross-agency groups.
- Knowledge of, or the ability to quickly acquire knowledge about, Aboriginal and Torres Strait Islander arts, cultures and creative practices, including understanding sector trends, opportunities and challenges in South Australia to inform policy, program development and advice.
- Strong analytical, organisational and governance capabilities, including the ability to assess information, identify issues and risks, provide informed recommendations, maintain accurate records, support risk management and approval processes, and work collaboratively with professionalism and integrity.

PURPOSE

- Making a difference so South Australia thrives

VISION

- The Heart of government

DPC VALUES

- Curious
- Courageous
- Connected

SOUTH AUSTRALIAN PUBLIC SECTOR VALUES

- | | |
|-------------------|--------------------------------|
| ▪ Trust | ▪ Collaboration and Engagement |
| ▪ Service | ▪ Honesty and Integrity |
| ▪ Professionalism | ▪ Courage and Tenacity |
| ▪ Respect | ▪ Sustainability |

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