

ROLE DESCRIPTION

ROLE TITLE: Director, Governance, Projects and Grants **AGENCY:** Attorney-General's Department
CLASSIFICATION: SAES1 **DIVISION:** CreateSA
ROLE NUMBER: P52366

REPORTS TO: Executive Director, CreateSA

ROLES REPORTING TO THIS ROLE:

Manager, Arts Development and Grants
 Principal Project Manager
 Arts Liaison Officer

BUDGET: Role has budget accountabilities

ROLE PURPOSE:

The Director, Governance, Projects and Grants leads the development and implementation of innovative projects and programs contributing to the 10-year cultural policy ambitions in A Place to Create with the purpose to enrich South Australia's future by strengthening our communities, enlivening our places, and connecting us through arts, culture and creativity. Lead the administration of government grant programs providing financial support for a range of activities across the state's arts, culture and creative industries.

KEY OUTCOMES OF ROLE:

1. Lead the delivery of strategic projects, programs and initiatives to realise the long-term ambitions in A Place to Create.
2. Provide expert advice to the South Australian Government on the development of long term strategies and projects that promote and enhance South Australia's diverse arts, cultural and creative industries.
3. Lead the development, implementation and review of government strategic plans, programs and grants to promote innovation, investment and sustainable growth in the arts, cultural and creative industries sectors.
4. Encourage South Australia's arts, cultural and creative industries to thrive by providing targeted financial support to artists, arts organisations and the community across South Australia.
5. Engage, consult and maintain effective collaborations across the arts, cultural and creative industries on key issues, and emerging trends.
6. Provide high level advice, conduct research and analysis, monitor developments, issues, opportunities and emerging trends in the arts sector and their implications for South Australia.
7. Oversee the effective governance of statutory boards and organisations in line with the South Australian Government legislation and policies.
8. Lead significant interagency stakeholder management, including consulting and negotiating on sensitive and complex matters, resolving conflict and achieving performance targets.
9. Establish and maintain effective collaborations and a network of strategic alliances with key stakeholders on issues affecting government policy, services and advice in relation to the arts.
10. Provide expert representation on and contributing high level input into relevant South Australian Government and Department projects, forums and committees.

KEY RELATIONSHIPS / INTERACTIONS:

- Senior executives from AGD and other public sector agencies
- Key stakeholders across all levels of government, arts, cultural and creative industries and non-government organisations.

SPECIAL CONDITIONS:

- Applicants will be required to undergo the appropriate and relevant Employment Screening Assessment(s) required for this role in line with 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.

KEY SELECTION CRITERIA:

- A strong track record in achieving results in a leadership role, including within a fast paced, changing environment, and ability to manage highly sensitive issues with tact, discretion and strict confidentiality.
- Highly developed interpersonal and negotiation skills and demonstrated success in achieving change through collaboration and exercising influencing skills with various stakeholders.
- Demonstrated experience in leading strategic initiatives, the innovative development and delivery of significant projects.
- Ability to liaise with and bring together individuals, communities and organisations with competing and differing viewpoints and reach agreement on strategic directions.
- Demonstrated ability to lead teams and establish a culture of performance, professionalism and continuous improvement to drive business excellence.
- Experience in successfully developing strategic partnerships with Government and non Government agencies and the private sector to achieve corporate goals.
- Possess a discipline relevant tertiary qualification
- Substantially meets the Executive Competencies

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, and respectful.
- Demonstrating a genuine commitment to Reconciliation, and the achievement of Reconciliation Action Plan outcomes.

SOUTH AUSTRALIAN EXECUTIVE (SAES) CORE COMPETENCIES

Shapes Strategic Thinking and Change

Anticipates and plans for future events, trends, problems and opportunities and exercise sound judgement. Develop creative solutions, stimulating new ways of thinking and solving problems.

Key Elements of the Competency:

- Creates vision
- Inspires
- Thinks and Acts Strategically
- Leads and Influences Change
- Solves problems

Achieves Results

Makes timely, quality decisions taking a broad range of factors into consideration. Evaluates reasonable risk taking opportunities. Sets broad organisational goals and priorities in order to drive results consistent with government direction and public expectations.

Key Elements of the Competency:

- Achieves and Delivers Results
- Drives Organisational Effectiveness
- Exercise Sound Judgement
- Manages Compliance with Legislation
- Assumes Accountability
- Evaluates
- Applies Technical Expertise

Drives Business Excellence

Builds an effective, sustainable and high performing organisation through leadership. Engages and aligns human, financial and information resources to achieve strategic targets. Plans for future organisational needs to minimise risk and maximise opportunity. Leads organisational change that maximises results.

Key Elements of the Competency:

- Influences Organisational Performance
- Predicts and Plans for Future Organisational Needs
- Leads and Develops People
- Builds Capability and Expertise
- Promotes a Customer Service Ethos
- Directs Resources

Forges Relationships and Engages Others

Builds effective working relationships, networks and partnerships with internal and external bodies at all levels. Creates a commitment to customer service excellence. Actively listens to what others have to say and responds in a clear, concise and diplomatic manner. Adapts communication style as appropriate.

Key Elements of the Competency:

- Develops and Uses Political Savvy
- Negotiates and Influences
- Manages Conflict
- Promotes Information Sharing and the Gathering of Knowledge
- Establishes and Maintains Strategic Networks
- Communicates Clearly and Adapts to Audience

Exemplifies Personal Drive and Professionalism

Models ethical practice and embeds the values of the public sector into the culture of the organisation. Acts with integrity while promoting consistency among principles, values and behaviours. Sets challenging personal and organisational performance standards and pursues them with passion and energy.

Key Elements of the Competency:

- Models the South Australian Executive Service Values
- Engages with Risk and Shows Personal Courage
- Displays Flexibility and Resilience
- Demonstrates Self Awareness and a Commitment to Personal Development
- Promotes and Integrates Diversity into the Workplace
- Values Wellbeing for Self and Others