

POSITION DESCRIPTION



PLACE LEADER

ABORIGINAL CULTURAL CENTRE (Identified Role)

The City of Port Adelaide Enfield is:

A City that values its diverse community and embraces change through innovation, resilience and community leadership

We have a plan to achieve our vision:

ECONOMY

We are a thriving economy and a business-friendly City

COMMUNITY

We are a safe, vibrant, inclusive and welcoming City for our residents, businesses and visitors alike

ENVIRONMENT & HERITAGE

We are a low carbon, water sensitive and climate resilient City and our built heritage is protected, embraced and celebrated

PLACEMAKING

We are a unique and distinctive collection of active places, created and cared for through strong partnerships

LEADERSHIP

We are an innovative, collaborative and high performing leader within local government

We value our constructive workplace culture:

That is supportive, takes on challenges, seizes opportunity, builds great relationships and is proud of what we deliver for our community. We inspire people to be creative, grow and learn. We place no limits on what we can achieve.

Our Organisational Values:

Make a Difference	Grow & Improve	Better Together
We serve our community well	We improve our work everyday	We collaborate & create to deliver meaningful outcomes
<ul style="list-style-type: none">• The 'why'• Deliver public good• Improve the quality of people's lives• Community focussed• Deliver Council's City Plan	<ul style="list-style-type: none">• The 'what'• Innovate• Continuously improve• Problem solve• Adapt & change• Engage the community• Shape the future	<ul style="list-style-type: none">• The 'how'• Trust, honesty, integrity• Care and support each other• Work as a team• We celebrate success• We are accountable• Open communication

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The position is: **Place Leader – Aboriginal Cultural Centre**

Position Title	Place Leader – Aboriginal Cultural Centre (Identified Role)		
Department & Section	City Assets – Property & Building Assets		
Team	Aboriginal Cultural Centre Project Team		
Reporting to	Manager Property & Building Assets		
Positions Reporting to it	Nil		
Classification and Stream	MOA 7		
Position Number	2043	Prescribed Position:	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

This is an identified position where Aboriginal/Torres Strait Islander identity, cultural knowledge or connections are a genuine aspect of the role.

This position is intended to constitute a special/equal opportunity measure under section 8(1) of the Racial Discrimination Act 1975 (Cth), and s 65 of the Equal Opportunity Act 1984 (SA).

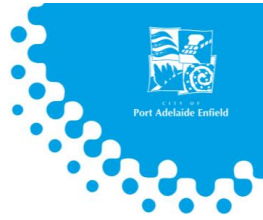
How does this position contribute to our community?

- The Place Leader will lead the development of a Place Leadership Plan for the Port Adelaide Aboriginal Cultural Centre.
- The Place Leader will work closely and collaboratively with project custodians, local Aboriginal community and the broader community, Council's Aboriginal Advisory Panel and Council to ensure the Cultural Centre thrives into the future.
- The Place Leader will develop an authentic, sustainable, place-focused governance framework that supports and manages the vision, principles, and programs of the Aboriginal Cultural Centre, from design and construction through to ongoing management of the site.

What does the position do?

- Leads the development of a sustainable, place-focused framework for the activation and management of the Aboriginal Cultural Centre in Port Adelaide (Place Leadership Plan).
- Oversees the development and implementation of evidence-based policies and plans for key functions of the Aboriginal Cultural Centre including governance, engagement and communications, strategic partnerships, service/program planning and delivery, business development, evaluation, and reporting.
- Ensures that Aboriginal Cultural Centre goals, objectives, governance and management responsibilities are clear, culturally appropriate, and strongly aligned with the Vision and Cultural Guiding Principles.
- Promotes strong community and cultural leadership and direction in the strategic management of the Aboriginal Cultural Centre, utilising a Place Leadership model.
- Supports operational and service delivery aspects of the Aboriginal Cultural Centre in collaboration with the Aboriginal Cultural Centre Project team and other stakeholders.
- Works with local organisations, programs and services to develop opportunities for the Aboriginal Cultural Centre to strengthen and compliment what already exists in the community.
- Supports innovative and new approaches, with a focus on sustainable and enduring outcomes.

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- Develops respectful and trusting relationships with community to understand local needs and opportunities.
- Builds authentic and relevant partnerships that align with the Place Leadership model for the Aboriginal Cultural Centre.
- Leads others to maintain a clear line of sight from vision and strategy through to management and operation of the Aboriginal Cultural Centre.
- Works collaboratively with key internal stakeholders across the organisation to provide expertise, advice and cultural leadership; aligned to Council strategy.
- Uses sound judgement when working with stakeholders to find solutions to highly complex cultural matters or situations.
- Provides advice to Council and stakeholders on complex matters pertaining to the Aboriginal Cultural Centre.

What outcomes does the position deliver?

- A Place Leadership Plan is developed and implemented for the strategic and operational management of the Aboriginal Cultural Centre.
- The Aboriginal Cultural Centre operates effectively with cultural leadership and direction that places community at the centre.
- The Aboriginal Cultural Centre operates in line with its vision and Cultural Guiding Principles, with strong community and cultural direction.
- The Aboriginal Cultural Centre is a relevant facility that is responsive to community needs.
- A collaborative and aligned approach to the development and delivery of culturally appropriate advice and expertise in planning, delivering and evaluating operations and services.
- A child safe environment is maintained and promoted.
- Appropriate information management practices are implemented.
- Maintain knowledge and application of Council's IT systems relevant to role.
- Maintain a working understanding of and follow Council's cyber security controls.
- Other reasonable duties as required are undertaken.

The behaviours we expect the position to contribute to our workplace are:

- Effective communications and information sharing
- High proficiency in using various methods to solve complex problems and using sound decision making principles
- Critical thinking and evidence-based approaches
- Interpersonal skills that build sound work relationships
- Enthusiasm and optimism to complete tasks
- A passion for personal development and improvement
- Innovative thinking and a courage to try new ideas
- Ability to drive new ideas and concepts
- A drive to help and coach others to unlock their potential
- Be customer driven
- A commitment to lead improvement through change

Qualifications for the position

- A tertiary qualification in social sciences, community development or a related field, and/or equivalent level of expertise gained from a combination of extensive relevant experience, training or professional accreditation is essential
- A current driver's license and a willingness to drive are essential

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Experience

- At least 5 years' experience in a similar role is essential
- Experience in a range of planning and project work involving both teamwork and individual effort and creative and innovative approaches in a community setting
- Demonstrated experience in stakeholder engagement and management with a proven ability to influence, lead change and to represent and negotiate with government, funding bodies and other key stakeholders
- Experience in the development and critical analysis of programs, services and policies.
- Demonstrated experience in building effective community partnerships within the community services sector
- Experience in working with Aboriginal people and Aboriginal communities

Knowledge

- Demonstrated understanding of the principles and application of a Place Leadership model
- Knowledge of the Port Adelaide Enfield municipality, sociodemographic and local cultural history
- Knowledge of Social Return on Investment and evaluation principles and processes
- Knowledge of current social determinants that Aboriginal and Torres Strait Islanders face

Our Safety and Return to Work Commitments

All Staff

- Take reasonable care for their own health and safety.
- Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as reasonably able, with any reasonable instruction that is given to ensure his or her safety.
- Co-operate with any reasonable WHS policy or procedure relevant to their work.
- Participate in the RTW process if injured at work as set out in the Return to Work Act 2014.

Employee Signature: _____

Print Name: _____

Date: _____