



Position Description – Coordinator Place Making

Division	Engaged Community
Portfolio	Community Connections
Business Unit	Place Making
Level	7
Reports To	Manager Community Connections
Prescribed Position	Yes

Position Objective

Operating as a senior leader of the Community Connections Portfolio, lead and coordinate the Place Making team, to create and activate public spaces through arts, cultural initiatives, and community partnerships and foster community ownership and pride in public places, including informal and formal community gardens and verges.

Fostering a strategic approach embedded in Council's Place Making Framework, advocate for vibrant and sustainable place making outcomes, and build relationships with community leaders, business owners, and stakeholders to ensure spaces are unique, engaging, and reflective of local character.

Key Responsibilities

- Set strategic priorities and provide leadership by actively managing project deliverables and service delivery, whilst fostering a culture of achievement and collaboration.
- Oversee the provision of Place Making and Open Space Community Planning projects, activities and grants.
- Develop and deliver the city-wide arts and culture plan, strategic red tape reduction projects and other emerging priorities that contribute to City of Charles Sturt's Community Vision
- Provide specialist advice on place activation, and the arts, and forge strategic partnerships, to ensure best practices in place making, and cultural development.
- Build and maintain relationships with strategic partners and stakeholders including community, business, government agencies and other place making, arts and cultural organisations.
- Identify and source funding from Council, State, Federal Government and the private sector for programs and initiatives.

- Cultivate and maintain effective working relationships with Elected Members, Council staff and external agencies in the pursuit of the place making vision for Charles Sturt.
- Positively contribute to our constructive culture by living our values which guide decision making and delivery of outcomes for our community.
- Actively deliver an innovative customer experience that's effortless, delivered with care and exceeds our customers' expectations.
- Responsible for being actively involved in the identification and management of the day to day risks of their activities and projects.
- Take reasonable care for your own and others health and wellbeing in accordance with the Work Health & Safety Act 2012 and with Council's Work Health & Safety Managements Systems.
- Take relevant actions in accordance with Legislative requirements under the Children's Protection Act 1993 Section 8A and Council's Children and Vulnerable Persons Policy.
- A current unprohibited Employment Screening Check must be maintained for the duration of the employment period in this prescribed position.

Selection Criteria

Skills

- Demonstrated passion working for and with the community.
- Outstanding people leadership skills, including high level ability to lead, drive accountability motivate and create high performing teams.
- An ability to foster a team approach focusing on building capability, motivation and behaviours.
- Self-awareness, emotional intelligence and empathy.
- Highly developed project management skills to ensure delivery of projects on time and on budget.
- Diverse range of professional skills associated with place making, arts & cultural development, community engagement and event management.
- Capacity to work with diverse individuals and groups and an ability to develop networks and meaningful work relationships with a range of stakeholders.
- Proven analytical, negotiation and advocacy skills.
- Well-developed time management, creative problem solving and decision-making skills.
- High level ability to maintain resilience and persistence to achieve great outcomes.
- Highly developed relationship skills with ability to relate effectively to staff, elected members and the general public.
- A high degree of initiative, innovation and strategic thinking.

- A proven record in the provision of excellence in customer service.
- Excellent written and verbal communication skills and ability to prepare reports.
- Use of corporate technology including systems in electronic document management, land and property management, finance, customer requests, asset management and intranet.
- Demonstrated understanding and enthusiasm for the direction of the City and Organisation.
- Demonstrated behaviour consistent with the organisational values.

Knowledge

- Contemporary knowledge of place making theory and practice.
- Contemporary knowledge on best practice cultural development and trends as they relate to local Councils and local government areas.
- Sound Knowledge of International Association for Public Participation (IAP2) engagement model practice.
- Understanding and appreciation of the Charles Sturt community.

Experience

- Experience in formally partnering with or working for strategic levels of government at State or Local level is desirable.
- Demonstrated success in leading and managing a team.
- Extensive experience working with communities, multi-disciplinary professionals and elected representatives.
- Experience in project management and working within project teams to deliver various community infrastructure and service delivery requirements.
- Experience in attracting funding.
- Experience in managing community funding schemes.

Qualifications

A tertiary qualification in a relevant discipline or related field and/or commensurate demonstrated experience in lieu of formal qualifications.

Essential

Current Class 1 South Australian Driver's Licence.

Essential

Relevant Employment Screenings and National checks.

Essential

Child Safe Environment (Mandated Notification) training or a willingness to undertake training.

Essential