



COMMUNITY & CULTURAL SERVICES MANAGER

POSITION TITLE:	Community and Cultural Services Manager
POSITION NUMBER:	5022
AWARD:	Queensland Local Government Industry (Stream A) Award – State 2017
AWARD CLASSIFICATION:	Level 7
REPORTS TO:	Director Community Services
DEPARTMENT:	Community Services
LAST REVIEWED:	December 2024

ABOUT US

Our communities are famous throughout Australia for being the friendliest in North West Queensland. Our towns are well serviced, our natural resources are used wisely, our local economy is diverse and strong, and the local government administration works collaboratively with us to achieve our aspirations.

Our Commitment

We inspire people to create a better future.

Our Vision

Whether you live here or visit, you will see how much we value our natural beauty, how connected our communities are, and how balanced growth makes this the best place in the world.

We Value



Honesty



Integrity



Accountability

OBJECTIVE OF THIS ROLE

The objective of this position is to oversee and manage the Community and Cultural Services department, ensuring the development and implementation of programs and initiatives that promote community engagement, cultural diversity, and social well-being. The Manager of Community and Cultural Services will work closely with internal stakeholders, community organisations, and government agencies to enhance liveability and foster a sense of belonging within the community.

REPORTING LINES

This position reports to the Director – Community Services and Economic Development. This position works closely with internal and external stakeholders.

KEY RESPONSIBILITIES IN THIS ROLE

This outlines the general duties and responsibilities of the position, but is not all encompassing: Departmental Management:

- Develop and implement strategic plans, policies, and procedures to guide the operations of the Community and Cultural Services department.
- Oversee the operations of the Bob McDonald Library, Dr David Harvey-Sutton Gallery, Cloncurry Community Precinct and other hireable venues.



POSITION DESCRIPTION

Community & Cultural Services Manager

- Supervise and provide leadership to departmental staff, fostering a positive work environment and promoting professional development.
- Manage the departmental budget, ensuring effective allocation of resources and compliance with financial guidelines.
- Monitor and evaluate departmental programs and services, making necessary adjustments to ensure effectiveness and alignment with community needs.
- Identify funding opportunities, sponsorships, and grants to support community and cultural initiatives and secure necessary resources.
- Manage the delivery of the Council's Community Grants program and Regional Arts Development Fund (RADF) including the promotion and reporting of the program.

Community Engagement:

- Collaborate with community organisations, residents, and stakeholders to identify community needs and develop responsive programs and services.
- Plan and organise community events, festivals, and initiatives that celebrate cultural diversity, promote community cohesion, enhance social inclusion and create a vibrant and liveable community.
- Establish and maintain partnerships with local schools, businesses, and other organisations to facilitate community engagement and support program initiatives.
- Act as a liaison between the community and Council, advocating for community interests and ensuring effective communication.
- Collaborate with stakeholder and Council to align community and cultural services with Council's broader strategic goals and initiatives.
- Liaise with external agencies, community groups, and non-profit organisations to enhance service delivery and leverage resources.
- Participate in community committees, advisory boards, and public forums to represent the department's interests and contribute to community decision-making processes.

Community Development

- Implement community development strategies to empower residents, foster social cohesion, and enhance the overall quality of life within the community.
- Engage community members in decision-making processes, ensuring their voices are heard and their ideas are incorporated into development initiatives.
- Collaborate with local organisations, businesses, and government agencies to leverage resources and create sustainable community development projects.
- Facilitate capacity-building workshops and training programs that empower community members to actively participate in shaping their own community.
- Promote inclusivity and equity by addressing social disparities, advocating for marginalized groups, and promoting social justice within the community.

Cultural Development:

- Promote cultural development by supporting and facilitating arts, heritage, and cultural activities within the community.
- Develop and implement cultural programs, workshops, and exhibitions that encourage creativity, artistic expression, and cultural exchange.
- Collaborate with local artists, performers, and cultural groups to showcase their talents and foster a vibrant cultural scene within the community.
- Develop and implement systems to catalogue, curate and protect the Cloncurry Shire art collection.

Stakeholder Collaboration:

- Collaborate with stakeholder and Council to align community and cultural services with Council's broader strategic goals and initiatives.
- Liaise with external agencies, community groups, and non-profit organisations to enhance service delivery and leverage resources.



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- Participate in community committees, advisory boards, and public forums to represent the department's interests and contribute to community decision-making processes.

Reporting and Evaluation:

- Prepare regular reports, presentations, and updates on departmental activities, achievements, and challenges for senior management and relevant stakeholders.
- Conduct ongoing evaluation and assessment of programs and services, utilising data and feedback to inform continuous improvement efforts.
- Monitor relevant trends, best practices, and legislative changes in the field of community and cultural services, integrating new knowledge into departmental operations.

KEY SELECTION CRITERIA

- Proven experience in community engagement, program management, or a related field, preferably in a local government or non-profit setting.
- Strong leadership skills with the ability to motivate and inspire a diverse team of professionals.
- Excellent interpersonal and communication skills, with the ability to build and maintain effective relationships with internal and external stakeholders.
- Knowledge of cultural diversity, community development principles, and best practices in the field of community and cultural services.
- Familiarity with relevant legislation, policies, and funding opportunities related to community and cultural services.
- Strong analytical and problem-solving abilities, with a results-oriented mindset.
- Proficiency in project management, budgeting, and reporting tools.

QUALIFICATIONS, EDUCATION AND LICENCES REQUIRED

- Bachelor's degree in a related field (e.g., social sciences, community development, cultural studies), or equivalent industry experience.
- Current Positive Notice Blue Card.
- Hold and maintain an unrestricted C class driver's licence.
- Current Police Clearance

WORKPLACE HEALTH & SAFETY OBLIGATIONS

All Cloncurry Shire Council employees have an obligation to uphold workplace health and safety when working for the Council. Under Section 28 of the *Work Health and Safety Act 2011* ("Act") an employee shall:

- take reasonable care for his or her own health and safety; and
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

All employees of the Cloncurry Shire Council will be required to uphold the obligations mentioned above. Additionally, any specific workplace health and safety issues that pertain to the type of work being performed including due diligence as outlined under section 27 of the *Act*.