

Diamantina Shire Council

POSITION DESCRIPTION



SUSTAINABLY DEVELOPING THE OUTBACK

1.0 TITLE:	Creative Content Officer
2.0 AWARD:	Queensland Local Government Industry (Stream A) Award – State 2017 Part Time Position – 20 hours per week
3.0 SECTION:	Administration
4.0 CLASSIFICATION	Level 3
5.0 DEPARTMENT:	Community & Economic Development
6.0 BRANCH:	Tourism & Community Development
7.0 LOCATION:	Birdsville

8.0 POSITION SUMMARY

As a Creative Content Officer, you play a pivotal role in ensuring a memorable and enjoyable experience for visitors to our community. Your primary responsibility is to provide positive arts and historical experiences for visitors and the local community through the creation of engaging and relevant content.

In this role, you will work closely with the Tourism Manager and to support the Diamantina Shire Council's art and historical collection conservation through research, connection to community and stakeholder engagement to facilitate donations of works back to community, explore opportunities for exhibitions highlighting the regions historical and arts content.

Your duties include assisting in day-to-day operations of attractions, supporting a wide range of activities, and creative opportunities, engaging with local community and businesses and external organisations to enhance experiences, and maintaining accurate record. Your role also involves actively participating in stakeholder engagement, contributing to sustainable tourism initiatives.

One of the key aspects of this position is flexibility, as you may be required to work weekends and holidays, which is common in the tourism industry. By joining our team, you become an essential part of our mission to provide an exceptional visitor experience and promote our community as a top tourist destination.

Your dedication to our values of innovation, teamwork, quality, and accountability will be crucial in achieving our goals and ensuring that every visitor leaves with positive memories of our community.

9.0 COUNCIL'S VALUES:

Innovation & Continuous Improvement: Council and staff seek to overcome challenges and take advantage of opportunities through a commitment to innovation. Through innovative thinking and constant review of our practices and approach, we are continually improving our performance and service delivery.

Teamwork: We recognise the importance of maintaining a creative and responsive work environment in which the community, councillors, management, and staff work constructively together in a spirit of teamwork, trust, and loyalty.

Quality: Council is committed to ensuring quality output by providing the organisation with resources that facilitate excellence in performance, commitment, and service delivery.

Accountability: Council has a responsibility to the residents and ratepayers of the Shire to be inclusive and responsive to their views and needs and to communicate effectively.

10.0 REQUIREMENTS OF THE POSITION

a) Skills/Capabilities

- Strong communication and interpersonal skills.
- Excellent organisational and time-management skills.
- Commitment to creative and innovative content creation.
- Ability to build and maintain partnerships with local community and businesses.
- Ability to work as a team member and contribute to team outcomes
- Ability to complete manual tasks.
- Proficiency in using relevant software and tools.
- Flexibility to work weekends and holidays as required in the tourism industry.

b) Experience and/or qualifications

- Education: Associate Diploma in Arts, Tourism, or a related field is preferred.
- Experience: Proven experience in arts or tourism content creation and working within a small community with a minimum of 1 year in a similar role is preferred
- Current C class license

11.0 KEY RESPONSIBILITIES

- Prepare applications for grants or other advocacy activity that supports the delivery of the teams work plan and objectives.
- Support the development, facilitation and promotion of beneficial outcomes for the shire by connecting and organising Council, Government, expert, business and community resources in the pursuit of sustainable and successful initiatives and outcomes.
- Collaborate with other staff as well as external partners and stakeholders to develop, implement and monitor the delivery of a range of projects on behalf of the Diamantina Shire Council.
- Assist in the preparation of briefs and reports for Council and the Executive Leadership Team, as well as external partners and stakeholders, as required.
- Research, identify and brief Diamantina Shire Council colleagues as well as external partners and stakeholders with respect to projects, advocacy and activities to promote the objectives.
- Participate in regular interaction with creative practitioners, through attending forums, conferences and exhibitions where opportunities exist to effectively promote the work of the Diamantina Shire Council and enhance reputation outside of shire.
- Represent the Tourism team on various internal and external committees and working groups as directed
- Delivery of the opening and operations of the "Birdsville Courthouse" in line with the Operational Plan.
- Comply with all Councils policies including but not limited to the Code of Conduct, Drug and Alcohol policy, Smoking policy and Workplace Bullying and Harassment Policy.
- Perform other Council work as directed

Workplace Health and Safety

- Undertake the responsibilities relevant to the position as specified in Schedule 1 – WH&S Obligation and Responsibility Statement as amended from time to time.

Quality Management

- Ensure obligations and responsibilities are met within Council's quality management framework.

Risk Management

- Comply with Council's Risk Management Policy and Framework
- Perform duties in a manner which is within an acceptable level of risk, as determined by Council's Risk Management Framework
- Undertake and participate in risk management training as required

Note: An employee may be directed to carry out such duties as are within the limits of the employee's skill, competence and training. All employees have a legal obligation and are required to observe Council policies and procedures in relation to Code of Conduct, Confidentiality, Anti-Discrimination, Equal Employment Opportunity; Workplace Health & Safety; Employee Welfare; the Environment and Service Delivery Standards. Employees must also fulfil all recordkeeping responsibilities in accordance with relevant Information Standards and associated guidelines.

Note: As part of any recruitment for this position, Council may require the applicant to undertake a Criminal Records Check, Working with Children Check, Physical fitness/medical test, drug or alcohol test, relevant skill test, personality profile and/or psychometric testing prior to appointment. It is a condition of employment with DSC that all applicants agree to this requirement before appointment. Some positions require incumbent to undergo mandatory immunisation or provide medical documentary evidence of suitable immunisation as the work environment may involve exposure to areas identified as "at risk" work areas.

12.0 KEY SELECTION CRITERIA

- 1) Ability to prepare applications for grants or other advocacy activity that supports the delivery of the teams work plan and objectives.
- 2) Demonstrated experience in supporting the development of sustainable and successful initiatives and outcomes for an organisation through connecting with Council, Government, expert, business and community resources.
- 3) Demonstrated experience in collaborating with other staff, external partners and stakeholders to develop, implement and monitor the delivery of a range of projects.
- 4) Demonstrated experience in researching, identifying and creating briefs for projects, advocacy and activities to promote the objectives.
- 5) Demonstrated delivery of a project in line with a Operational Plan or Creative Brief.
- 6) Demonstrated ability to operate effectively in a team, contributing positively to team operations and working relationships in a friendly and flexible manner.
- 7) Ability to work without direct supervision whilst exercising initiative, judgement and enthusiasm.

13.0 PHYSICAL DEMAND CATEGORY

SEDENTARY WORK							
Light Duty	Frequent lifting / carrying of objects weighing up to 5kgs					<input type="checkbox"/>	
Work	Frequent lifting / carrying of objects weighing up to 10kgs					<input checked="" type="checkbox"/>	
Heavy Work	Frequent lifting / carrying of objects not exceeding 25kgs					<input type="checkbox"/>	
WORK ENVIRONMENT							
ATTRIBUTE			MANOEUVRE	FREQUENT	OCCASIONAL	NONE	
Chemicals	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Bending	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Cold	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Dampness	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Fumes/gases	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Twisting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Heat / Humidity	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	Reaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Heights	<input type="checkbox"/> YES	<input type="checkbox"/> NO	PLANT OPERATION				
Noises	<input type="checkbox"/> YES	<input type="checkbox"/> NO	Maximum seat rating of 120kgs				
SPECIFIC ACTIONS REQUIRED				AUDIO – VISUAL DEMANDS		REPETITIVE MOTIONS	
This job may include:							
Standing/Walking	Sitting	Driving	Hearing		<input type="checkbox"/>	Foot Movement	<input type="checkbox"/>
<input type="checkbox"/> None	<input type="checkbox"/> None	<input type="checkbox"/> None	Depth Perception		<input type="checkbox"/>	Fine Manipulation	<input type="checkbox"/>
<input type="checkbox"/> Occasional	<input type="checkbox"/> Occasional	<input checked="" type="checkbox"/> Occasional	Colour Discrimination		<input type="checkbox"/>	Pushing/Pulling	<input type="checkbox"/>
<input checked="" type="checkbox"/> 1-4 hrs	<input checked="" type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 1-4 hrs	Peripheral Vision		<input type="checkbox"/>	Finger Dexterity	<input type="checkbox"/>
<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 4-6 hrs	<input type="checkbox"/> 4-6 hrs				Simple Grasping	<input type="checkbox"/>
<input type="checkbox"/> 6-8 hrs	<input type="checkbox"/> 6-8 hrs	<input type="checkbox"/> 6-8 hrs					

14.0 ORGANISATIONAL RELATIONSHIPS / ACCOUNTABILITY

Reports to: Tourism Manager

Internal Liaisons: All Council Departments

External Liaisons: State and Local Government authorities as appropriate, suppliers and contractors, Councillors, community members/groups, and members of the general public.

15.0 EXTENT OF AUTHORITY

As per Council's Delegation Register

16.0 APPROVALS

Reviewed By: Patrice Brandenburg
Interim Tourism Manager

Approved by: Jason Beaton
Chief Operating Officer

Signed: _____

Date: ____/____/____

I, **[name]** have read and understood this Position Description [Position Title] and accept the objectives and responsibilities of this position.

Applicant signature: _____

Date: ____/____/____