

POSITION DESCRIPTION

FIRST NATIONS CULTURAL PROJECTS OFFICER

POSITION DETAILS

Date of Position Description	April 2024
Position Title	First Nations Cultural Projects Officer (First Nation Identified Role)
Position Grade	10
Directorate Business Unit	Community and Culture / City Culture
Reports to	Cultural Project Manager
Physical Requirements Category	Category 1 – Desk role with Ergonomic Requirements

POSITION OVERVIEW

The First Nations Cultural Projects Officer will develop and deliver a portfolio of cultural projects, which contribute to the delivery of Council's Cultural and First Nations Strategies, along with the overall vision of the Parramatta Community Strategic Plan.

The First Nations Cultural Projects Officer is responsible for coordinating key arts and cultural projects with a focus on First Nations culture. The role also coordinates community engagement and consultation for arts and cultural projects, building connections with First Nations people, artists and community.

KEY RESPONSIBILITIES

Role specific

- Develop and deliver key arts and cultural projects with a focus on First Nations culture, including project management of public art, heritage interpretation and other arts and cultural projects and initiatives.
- This role sits within the Cultural Projects team in City Culture and works closely with the Interpretation & Strategy Coordinator and the Senior Officer Public Art and Cultural projects roles.
- Coordinate and engage in community consultation with Dharug Traditional Owners and other stakeholders to provide guidance on public art, heritage interpretation and other arts and cultural projects and initiatives.
- Manage relationships and engage with internal and external stakeholders, including the First Nations Advisory Committee, to ensure strategic and operational outcomes are achieved.
- Implement the Designing with Country framework and First Nations Artistic protocols for visual arts where required in projects and ensure First Nations consultation is embedded into all frameworks and practices in support of Council's First Nations Strategy actions.
- Convene relevant advisory bodies and community consultation, provide cultural guidance, advice and evaluation of arts and cultural programming and projects delivered by the wider City Culture Team.
- Ensure that all practices are up to date with current and pertinent legislation, statutory regulations and better practice to ensure a subject-matter-expert mindset is adopted and promoted to all stakeholders.
- Promote continuous improvement and innovation in practices, optimisation of technology, procedures and recommendations with the aim of providing better service to the client base

in line with the organisation's values.

- Promote and maintain effective relationships with all external business partners including community organisations, contractors, State and Federal authorities.
- Ensure to take reasonable care of the health and safety of yourself, employees, visitors, contractors and volunteers whilst at work, and cooperate with the organisation to comply with WHS legislative obligations.
- Promote the value of diversity and inclusion in all practices, engaging with and integrating the views of others.
- Contribute to customer service and organisational effectiveness, by acting ethically, honestly and with fairness.

Other Work as Required:

- Opportunity to work cross-collaboratively with other First Nations colleagues and provide Subject Matter Expert input across Council projects.

KNOWLEDGE

Qualifications

- Degree qualification in cultural heritage or related discipline; or relevant demonstrable experience working with First Nations cultural material.

Skills

- Deep understanding of the cultural practices and values, as well as the social and economic needs of First Nations people and communities.
- Ability to connect with First Nations people and communities applying cultural, social and ethical understandings to the decision-making protocols related to First Nations people and communities.
- Demonstrated project management skills within the arts and cultural sector.
- Well-developed ability to communicate, negotiate, build relationships and influence others with an engaging approach and technique.
- Well-developed planning, organisation and time management skills, including the ability to meet tight deadlines and balance competing priorities in a fast-paced environment.
- Well-developed conflict resolution skills, with a focus on de-escalation and win-win outcomes.
- Well-developed decision-making ability, including confidence in working with leaders to resolve high priority, and often sensitive and complex issues and conflict.

Experience

- Experience working in First Nations communities and/or organisations.
- Minimum 5-years' experience working in the arts and cultural industry, including museums/galleries, public art, heritage interpretation, design or other arts/cultural sectors.
- Proven experience in program/project management.
- Demonstrable understanding of the relevant legislative and regulatory requirements applicable to the designated area and the ability to practically apply this knowledge.
- Computer literacy through accurate data entry, recording of information and experience with a variety of software applications.