

First Nations Arts Assistant POSITION DESCRIPTION



Position Number:	3905
Department:	Community Services
Section:	Communities and Culture
Unit:	Art Gallery
Position Status:	Fixed Term Part Time
Classification:	Level 1 – Rockhampton Regional Council Certified Agreement 2018 – Internal Employees
Reports To:	First Nations Arts Officer
Revised:	January 2021

General Position Statement

This position supports Council's direction by supporting First Nations engagement and learning programs at Rockhampton Museum of Art. This includes assisting in the conception, development, programming and implementation of an inspiring, balanced and financially-viable program of First Nations engagement and learning program. The First Nations engagement and learning program encompass a variety of themes drawn from the Curatorial and Exhibition Program. First Nations programs can include, but are not limited to dance, performance, song, story, weaving, painting and sculpture.

Performance standards and expectations relating to this position will be detailed in the individual performance plan.

Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- Assist in undertaking project specific tasks as specified for the particular project opportunity.
- Ability to assist with planning workloads, achieving set goals, meeting deadlines, and coordinating short term projects and project-based tasks.
- Provision of administrative and costing support to the unit including, filing, mail distribution, creation of purchase orders, general administration functions and other tasks as required.
- Build and maintain positive stakeholder relationships with colleagues, partners, public users and other stakeholders.
- Assist other officers where required.
- Refer matters that may impact upon the business, Council and employees to the relevant Team Leader, Supervisor/Curator, Coordinator or Manager.
- Undertake other relevant duties as directed, consistent with skills, competence and training.



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Position Requirements

Your suitability for this role will be assessed against the following competencies.

Skills/Competencies

- Developing knowledge in fields such as arts First Nations protocols, cultural awareness, lifelong learning, cultural studies, arts or related disciplines.
- Awareness of programs and services available at Rockhampton Museum of Art.
- Teamwork and Collaboration – Ability to work together with others to achieve common goals both within immediate team and teams across Council.
- Time Management – Ability to plan and organise tasks/work to meet objectives of the role.
- Communicate Effectively – Ability to communicate with others verbally and in writing to meet requirements of the role.
- Ability to effectively operate Council's computer systems including the MS Office Suite.

Qualifications

- Blue Card for working with Children and Young People. This position falls under the definition of regulated employment in the *Working with Children (Risk Management and Screening) Act 2000* and as such, persons seeking engagement in this position must undergo screening checks under the blue card system administered by the Department of Justice and Attorney-General.

Desirable Qualifications and Experience

- Ability to learn quickly, self-research, and adapt to new technology.

Behaviours

- *Customer Service* – Ensure that you are focused on our customer/s when carrying out your responsibilities.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council's Health and Safety Duty Statements and associated safety policies / procedures.
- *Code of Conduct* – Ensure that your behaviour is aligned with the Code of Conduct.
- *Council Values* – Ensure that your behaviour is aligned with the values statement adopted by Council: One Team, Accountable, Customer Focused, Continuous Improvement and People Development.

Additional Requirements

- Ability to work in an office environment.
- Ability to work in a team with a focus on learning and engagement, within an office and Gallery environment.
- Ability to work outside of normal office hours as required.
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).

Delegations and Authorisations



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Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Intranet.

Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Manager
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	



Your Community Your Career

A career with Council is a rewarding one

How to apply: Please complete the following Job Application Form to employment@rrc.qld.gov.au or in person at City Hall, 232 Bolsover Street, Rockhampton.

P: 07 4936 8352 | **E:** employment@rrc.qld.gov.au | **W:** www.rrc.qld.gov.au/AboutCouncil/Careers/Vacancies



ROCKHAMPTON REGIONAL COUNCIL

Job Application Form

Privacy Notice: Rockhampton Regional Council is collecting the personal information you supply on this form for the purpose assessing your suitability for employment with Rockhampton Regional Council. Your personal details will not be disclosed to any other person or agency external to Council without your consent unless required or authorised by law.

Position Details	
Position title: First Nations Art Assistant	
Position reference no: 3905	Closing date: 1 March 2021
Applicant Details	
Contact name:	
Title: <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Mr <input type="checkbox"/> Other	
Postal address:	
Preferred contact number:	Alternate contact number:
Email:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Are you eligible to work in Australia, or currently hold a working Visa? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please provide details:	
Visa number:	Expiry date:
Additional Information <i>(please note if you answer yes to the below, your former supervisor will be contacted for a reference)</i>	
Are you currently, or have you been, employed by Rockhampton Regional Council or have you ever been engaged by Council as a labour hire employee? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Position title:	Department:
Start date:	End date:
How did you become aware of this vacancy? <input type="checkbox"/> RRC website <input type="checkbox"/> The Hub <input type="checkbox"/> The Morning Bulletin <input type="checkbox"/> Employee referral <input type="checkbox"/> Seek <input type="checkbox"/> Social media <input type="checkbox"/> LG jobs website <input type="checkbox"/> Agency <input type="checkbox"/> Other:	
Equity and Diversity <i>(please note the data gathered here is for statistical purposes only and will not influence the selection process)</i>	
Do you identify with the following groups: <input type="checkbox"/> Aboriginal or Torres Strait Islander <input type="checkbox"/> Person with a disability <input type="checkbox"/> Non English speaking background	

Work History

1. Licences and Qualifications (please list)

2. Work History

Please list most recent first.

Workplace:

Role:

Start Date:

End Date:

Duties:

3. Additional Information (if required)

4. Position Requirements

Developing knowledge in First Nations protocols and cultural awareness, cultural studies and art activities or related disciplines.

Awareness of programs and services available at Rockhampton Museum of Art and experience in administrative tasks, such as Microsoft Office applications.

Reference Details *(please provide professional referees only. Email is a compulsory field required to be completed.)***Referee 1**

Name:

Company:

Email:

Contact number:

Relationship (supervisor, manager etc):

Referee 2

Name:

Company:

Email:

Contact number:

Relationship (supervisor, manager etc):

Declaration

I acknowledge that, prior to appointment to any position at Rockhampton Regional Council, certain pre-employment checks may need to be undertaken.

I hereby give consent to the following:

- The collection, by Rockhampton Regional Council, of personal information about me;
- The collection, by Rockhampton Regional Council, of background information about me;
- My personal details to be disclosed to an authorised Rockhampton Regional Council provider for the purposes of undergoing pre-employment screening.
- A Criminal History Check to be undertaken by Rockhampton Regional Council.

I also acknowledge that Rockhampton Regional Council may, by notice given to me, require me to provide to Rockhampton Regional Council further documentation relating to me within a reasonable time stated in the notice.

I certify that the information I have provided is true and correct.

Name:

Date:

Lodgement Details

Please complete this Job Application Form and submit it to employment@rrc.qld.gov.au or in person at City Hall, 232 Bolsover Street, Rockhampton.

For more information on employment within Council refer to Rockhampton Regional Council's website <http://www.rockhamptonregion.qld.gov.au/AboutCouncil/Careers> or contact (07) 4936 8352.