



POSITION DESCRIPTION

Title	Creative Projects Officer
Position Classification:	Local Government (State) Award: Band 3, Level 1
Salary Range:	Grade 21 to 27
Status:	Full Time and Part Time
Position reviewed on:	August 2026
Position reviewed by:	Service Unit Manager, Arts Library and Events
Division:	Corporate Services
Department:	Arts, Library and Events
Section:	Creative Projects
Reports to:	Creative Projects Team Lead
Special Conditions	This is a child related position under the definition of Council's Child Protection Policy and the Child Protection (Working With Children) Act 2012. A current NSW Working With Children Check (WWCC) is a requirement of this position. This position requires availability for occasional weekend work.

1. PURPOSE OF THE POSITION

The Creative Projects Officer is responsible for the production and coordination of specific creative and cultural programs and projects delivered by Council, or in partnership with Council.

As the Creative Projects Officer you will ensure creative and cultural needs are identified and addressed for the North Sydney community through Council's various processes, procedures, strategies, and planning documents. You will be an advocate for the role of culture in our society and exhibit a deep understanding and appreciation of culturally diverse and intersectional leadership values.

2. KEY RESPONSIBILITY AREAS

2.1 In conjunction with the Creative Projects Team Leader, contribute to the strategic direction of Council's Creative and Culture programs to ensure an innovative and relevant arts and cultural program.

- Support the Creative Projects Team Lead and Service Unit Manager, Arts Library and Events to develop and implement creative projects and programs.
- Support the Creative Projects Team Lead and Service Unit Manager, Arts Library and Events to develop and implement marketing and promotional opportunities to increase access and participation.
- In conjunction with the Creative Projects Team Lead, pursue new cultural partnerships.
- Advocate for and collaborate with internal and external stakeholders to activate public spaces through public art and cultural programs.
- Navigate respectful engagement and collaboration with local First Nations community.
- Identify needs and opportunities for creative and cultural spaces with the LGA.
- Play an active role in the implementation and delivery of the North Sydney Art Prize, Council's flagship biennial cultural event.
- Ensure the public programs facilitates broad and inclusive access and participation.
- Contribute to relevant planning documents and strategies and/or participation in project control groups, committees, reference groups or specialist panels as appropriate.
- Identify opportunities to partner with artists, arts and community groups, local schools and other creative initiatives or enterprises across the local government area.

2.2 Financial Management.

- In conjunction with the Creative Projects Team Lead manage and review budgets as allocated.
- Investigate and seek alternative income, including grant and sponsorship management.

- Oversee the procurement of goods and services in accordance with Council policy.

2.3 Stakeholder Engagement.

- Collaborate, engage with internal and external stakeholders in the development and delivery of culturally relevant, high-quality creative projects.
- Work in collaboration with all stakeholders and sponsors to develop and maintain ongoing productive relationships.

3. KEY CORPORATE RESPONSIBILITIES

3.1 Council's Vision and Core Values

Uphold and promote Council's Vision for making North Sydney a more satisfying place for people. Behave in a manner consistent with Council's Core Values:

- Provision of services to the community through co-operation and understanding.
- Responsive government based on open government and community participation.
- Honesty and integrity in all we do.
- Fairness and equity.
- Innovation and excellence.
- Responsive and responsible regulation.

3.2 Best Value and Continuous Improvement

Provide best value to the community by applying a continuous improvement philosophy. Identify ineffective and/or inefficient processes and recommend improvements. Capitalise on changes so as to increase effectiveness and efficiency. Undertake to learn from the workplace experience. Participate in learning and development activities as/when appropriate and then apply the learned skills/knowledge on the job. Identify and report to management any obligations, risks and opportunities facing Council.

3.3 Council's Policies and Procedures

Comply with all Council policies and procedures which are relevant to the position. Identify where these are out-of-date and where improvement is needed.

3.4 Customer Service

Promote a professional and positive image of Council in accordance with Council's Customer Service Policy. Take a pro-active approach to providing excellent customer service – to both internal and external customers.

3.5 Organisational Sustainability

Consider sustainability - economic, environmental, social and governance factors - in all activities and decision making in accordance with Council's Organisational Sustainability Policy and procedures.

3.6 Community Engagement

Comply with legislative requirements and Council's Community Engagement Policy and related procedures regarding the identification and implementation of consultation opportunities to ensure that stakeholders are consulted on matters of relevance to them. Ensure Council's Core Value of open government and community participation is upheld.

3.7 Record Keeping

Undertake responsible and accountable practices for keeping full and accurate records and information for all corporate activities and decisions.

3.8 Equal Employment Opportunity

Comply with the requirements of the Anti-Discrimination legislation and Council's Policies and Procedures relating to EEO and Anti-Discrimination. Take appropriate action to ensure a harassment-free workplace.

3.9 Ethical Conduct

Comply with the requirements of Council's Code of Conduct. Take appropriate action to ensure a workplace free from corruption, maladministration and serious and substantial waste.

3.10 Work Health and Safety

Observe safe work practices and operating procedures and comply with the requirements of the WHS legislation and Council's Policies and Procedures relating to Work Health and Safety.

Take appropriate action to ensure a safe and healthy working environment for self and others. In particular:

- participate in the identification and control of WHS risks in the workplace;
- support work colleagues when they return to work following injury/illness and co-operate with management in relation to changes which may need to be made in accordance with the Return-to-Work/Injury Management Plan;
- if injured, co-operate with management in developing/implementing the Return-to-Work/Injury Management Plans.

3.11 Statutory Obligations

Ensure that all statutory obligations are met in an appropriate and timely manner and are applied fairly and impartially.

3.12 Team Work

Support and promote teamwork through:

- co-operation;
- communication;
- sharing of relevant information;
- provision of responsive and accurate advice;
- maintenance of effective liaison with other employees within own team and across Council as/when appropriate.

3.13 Staff Management

- Manage the work environment within the span of control to ensure subordinate staff meet all Key Corporate and Operational Responsibilities.
- Take appropriate action to manage performance and behaviour in the workplace.
- Apply Council's Performance Management & Assessment process to provide feedback to employees.

3.14 Financial Management

- Provide input into budget/operating plan and recommend objectives, in the area of responsibility, for inclusion in the Division's overall budget/operating plan and Management Plan.
- Manage financial performance against the budget/operating plan and act appropriately upon trends and variances in a timely manner to ensure the effective and efficient achievement of all budget and plan objectives.

3.14 Child Safe

Council fully supports the aims and objectives of Children's Guardian Act 2019 and associated provisions and will implement all necessary measures to ensure a safe and supporting Council environment, which endeavours to promote child safe, child friendly practices.

4. CONTACTS ARISING FROM THE POSITION

Reports to: Creative Projects Team Leader

Supervises: Directly: 0
Indirectly: 0

5. SELECTION CRITERIA**Essential**

- Tertiary qualifications in arts management, cultural leadership or equivalent experience in the creative and cultural sector.
- Substantial experience in the creative sector delivering a diverse program of community arts projects.
- Demonstrated experience in developing cultural planning and public art policies and documents.
- Demonstrated experience in project management and delivering large scale contemporary art and/or sculpture exhibitions.
- Experience initiating and managing artist studios or creative cultural spaces, facilities and programs.
- Proven ability to work co-operatively in a team environment.
- High level written communication skills
- Computer and digital literacy skills including the capacity to effectively use Microsoft Desktop, software, including Word and Excel and social media platforms
- Current Class C Driver's licence.

Desirable

- Experience in the local government sector.
- Experience in submitting grant and funding applications for diverse cultural and creative programs and projects
- Experience in managing or supervising staff.

Employee only:

I have read and understand the contents of this position description and undertake to meet the responsibilities in an appropriate manner.

Employee's Name (printed)

Employee's Signature Date