



ROLE DESCRIPTION

STREAM C (ASO5 – ASO6, OPS5 – OPS7, PO2 – PO3, TGO3 – TGO5)

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| <p>ROLE TITLE: Project Manager, Tarnanthi Art Fair</p> <p>CLASSIFICATION: ASO6</p> <p>ROLE NUMBER: P08888</p> | <p>AGENCY: Department of the Premier and Cabinet</p> <p>DIVISION: Art Gallery of South Australia</p> <p>BUSINESS UNIT: Tarnanthi</p> | | |
| <p>REPORTS TO: <i>Producer, Tarnanthi</i></p> | <p>ROLES REPORTING TO THIS ROLE: Nil</p> <p>BUDGET: \$500,000</p> | | |
| <p>ROLE PURPOSE: <i>The Project Manager will embed themselves as a leader of the Tarnanthi Art Fair and manage all event logistics to deliver a successful event.</i></p> | | | |
| <p>KEY OUTCOMES OF ROLE:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <ol style="list-style-type: none"> 1. Management and leadership of the Tarnanthi Art Fair including event planning, art centre communication, implementation, monitoring, reporting and evaluation. 2. Ensuring that Government requirements are met and allocated budgets are effectively managed. 3. Undertake communications and liaison with Aboriginal and Torres Strait Islander art centres and artists across the country in the lead up to, delivery and acquittal of the event. 4. Manage Designers and contractors engaged to assist with project, including procurement and contract management. Ensure effective and high level liaison within the Art Gallery to coordinate and collate Gallery and Art Centre expertise to the Designers and contractors. </td> <td style="width: 50%; vertical-align: top;"> <ol style="list-style-type: none"> 5. Foster a cooperative and strategic approach between stakeholders and the Art Gallery. 6. Contribute to the strategic development of the Art Gallery of South Australia and collegiate teamwork. 7. Work across the Art Gallery areas of business to support the Senior Executive in working towards all elements of a successful Tarnanthi Festival. This may include taking on additional project management roles outside of the Tarnanthi Art Fair to offset workload pressures as directed by the Senior Management. </td> </tr> </table> | | <ol style="list-style-type: none"> 1. Management and leadership of the Tarnanthi Art Fair including event planning, art centre communication, implementation, monitoring, reporting and evaluation. 2. Ensuring that Government requirements are met and allocated budgets are effectively managed. 3. Undertake communications and liaison with Aboriginal and Torres Strait Islander art centres and artists across the country in the lead up to, delivery and acquittal of the event. 4. Manage Designers and contractors engaged to assist with project, including procurement and contract management. Ensure effective and high level liaison within the Art Gallery to coordinate and collate Gallery and Art Centre expertise to the Designers and contractors. | <ol style="list-style-type: none"> 5. Foster a cooperative and strategic approach between stakeholders and the Art Gallery. 6. Contribute to the strategic development of the Art Gallery of South Australia and collegiate teamwork. 7. Work across the Art Gallery areas of business to support the Senior Executive in working towards all elements of a successful Tarnanthi Festival. This may include taking on additional project management roles outside of the Tarnanthi Art Fair to offset workload pressures as directed by the Senior Management. |
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| <p>KEY RELATIONSHIPS / INTERACTIONS: <i>[List the titles of individuals, departments and organisations with which the role has the most frequent contact. Briefly describe the nature or purpose of these contacts]</i></p> <ul style="list-style-type: none"> ▪ Responsible and accountable for efficient, effective, safe and risk management of staff and resources as required. ▪ Art Gallery Board, executive management and senior staff; ▪ Aboriginal and Torres Strait Islander art centres, artists and communities across Australia ▪ BHP and other key stakeholders | | | |
| <p>SPECIAL CONDITIONS: <i>[List any special conditions of the role e.g. out of hours work may be required]</i></p> <ul style="list-style-type: none"> ▪ Applicants will be required to undergo the appropriate and relevant Employment Screening Assessment(s) required for this role in line with the DPC Employment Screening Policy. This role requires (please select one or both relevant for the role): <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Working with Children Check <input checked="" type="checkbox"/> General Employment Probity Check ▪ The Incumbent will be required to participate in the department's Performance Management Program. ▪ The Incumbent may be assigned to another position at this remuneration level or equivalent. ▪ Some work outside of normal hours and interstate travel involving overnight absences will be required. | | | |

KEY SELECTION CRITERIA:

- Significant experience in planning, managing and delivering major events.
- Understanding and experience in working with and for Aboriginal and Torres Strait Islander artists and communities.
- Superior ability to plan, prioritise and deliver results, with minimal supervision.
- Demonstrated success in building relationships, and engaging and influencing others, showing a high degree of confidentiality, diplomacy and astuteness in a sensitive/political environment.
- Demonstrated ability to communicate effectively and succinctly, both orally and in writing, with a wide range of audiences.
- Demonstrated ability to navigate complex creative organisations and work effectively across multiple internal and external stakeholders to negotiate positive project outcomes.
- Demonstrated experience and knowledge of working with culturally respect and ensuring a culturally safe environment for staff, contractors and audiences.
- Experience working within a major cultural collecting institution.

DPC VALUES:

DPC's Values support the achievement of our objectives and build a high performing workplace. We will:

- Put our customers and citizens at the centre of our decision making (*Service*)
- Encourage and support innovation (*Innovation*)
- Respect and value our people and ensure their safety and wellbeing (*Respect*)
- Take pride in our organisation, our work and ourselves (*Professionalism*)

CORPORATE RESPONSIBILITIES:

Responsible for:

- Keeping accurate and complete records of business activities in accordance with the *State Records Act 1997*.
- Maintaining a commitment to the [Public Sector Act 2009](#), Ethical Conduct and the legislative requirements of the *Public Sector Act 2009* and [Work Health and Safety Act 2012](#).
- Supporting and advocating Equal Employment Opportunity (EEO) and diversity in the workplace in accordance with EEO legislation. In particular, maintaining a commitment to promote an inclusive workplace in support of Aboriginal and Torres Strait Islander people and other under represented groups.

CORE COMPETENCIES & ASSOCIATED BEHAVIOURS EXPECTED AT THIS CLASSIFICATION:

[Check the boxes of the behaviours that are most relevant to the role]

Supports and Implements the Strategic Direction

- Understands the big-picture and contributes to the development of strategic direction
- Understands and supports organisational goals and business objectives
- Understands, supports and promotes organisational goals and business objectives
- Steers and implements change
- Identifies, defines and solves complex problems relating to the teams work objectives
- Identifies broader factors, trends & influences across the Public Service that may impact on the teams work objectives

Achieves Results

- Makes effective use of individual and team capabilities and negotiates responsibility for work outcomes
- Evaluates alternatives objectively and uses evidence, knowledge and experience to deliver the best result
- Ensures compliance with Public Sector legislation, regulations and policies
- Monitors project performance and takes action to improve the delivery of quality outcomes as required
- Values specialist expertise and capitalises on the knowledge and skills of self and others

Enhances Business Excellence

- Actively supports and seeks new innovative initiatives and is responsive to change methodology to implement these
- Keeps abreast of market trends, developments and economic/ legislative changes to meet current and future organisational needs
- Identifies learning opportunities. Gives timely praise and recognition. Deals with under performance promptly, and works towards agreed performance standards
- Embeds a strong customer service ethos by understanding needs
- Monitors expenditure, manages procurement and contract procedures and identifies the appropriate use of resources

Cultivates Productive Working Relationships

- Listens to and considers different ideas and discusses issues credibly and thoughtfully. Identifies other people's expectations and concerns
- Can identify conflict in situations and acts sensitively, objectively and constructively to de-escalate conflict
- Works collaboratively and shares information with own team and seeks input from others
- Builds and sustains positive relationships with team members, stakeholders and clients
- Confidently communicates messages in a clear and concise manner using appropriate language

Exhibits Personal Drive and Professionalism

- Acts with integrity & promotes consistency among principles, organisational values and ethical behaviour
- Provides impartial and forthright advice. Challenges issues constructively and justifies own position when challenged. Acknowledges mistakes and learns from them
- Persists and focuses on achieving objectives in difficult circumstances responding in a positive and controlled manner
- Self evaluates performance and seeks feedback from others. Recognises how behaviour impacts on others. Committed to self development
- Contributes to a culture that values and respects diversity and models this in all interactions
- Ensures standards for the safety and wellbeing of self and others are maintained