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| **Cluster** | Premier and Cabinet |
| **Agency** | Department of Premier and Cabinet |
| **Division/Branch/Unit** | Create NSW/Arts Funding and Development |
| **Location** | Sydney CBD |
| **Classification/Grade/Band** | Clerk Grade 9/10 |
| **ANZSCO Code** | 132111 |
| **PCAT Code** | 3119192 |
| **Date of Approval** | January 2021 |
| **Agency Website** | www.[dpc.nsw.gov.au](http://www.ipcn.nsw.gov.au); www.create.nsw.gov,au |

Agency overview

The NSW Department of Premier and Cabinet (DPC) is the lead central agency in the NSW Government.

We support the Premier and the Special Minister of State, the Cabinet, Ministers and agencies by coordinating policies and services across government. We lead policy development, provide innovative ideas and support Government plans and projects.

Working with us will give you a broad overview in areas such as public policy formulation, public administration and state administrative matters and an opportunity to be involved in a range of state-wide policies, issues and projects.

For more information go to <http://www.dpc.nsw.gov.au/about/about_the_department>

Primary purpose of the role

The Regional Arts and Partnership Manager manages the State Government’s relationship with the Regional Arts Development Organisations and facilitates the delivery of professional services and partnerships between the NSW Government and the arts and cultural sector that support the vibrancy and viability of the arts, culture and screen sectors in NSW.

# Key accountabilities

* Lead the delivery of funding and program outcomes for regional NSW including consultation and support for key stakeholders, such as the Regional Arts Development Organisations, and develop the capacity of the regional arts and cultural sector to enhance the vibrancy and viability of NSW.
* Facilitate a constructive relationship between the NSW Government and Regional Arts Development Organisations, and the Regional Arts Network, providing support and advice on issues relating to Government partnerships, organisational capacity building and brokering Local Government relationships.
* Collaborate with other teams at Create NSW,including funding, communications, infrastructure and policy, providing advice to ensure that there is common understanding of the issues in regional NSW
* Contribute to promotional strategies to highlight arts and cultural activities in regional NSW especially where delivered by Regional Arts Development Organisations
* Facilitate the engagement between regional arts and cultural organisations, groups and individuals and Service Organisations
* Report on the outcomes of the regional NSW programs, activity and achievements on a regular basis to Government and to stakeholders through Create NSW and other communication channels.

Key challenges

* Ensuring that defined outcomes are achieved for regional NSW via NSW Government arts and cultural funding, support and promotion.
* Ensuring the service needs of the sector are recognized and appropriate programs and/or funding is developed to support them
* Providing accurate, relevant advice and guidance on regional arts and cultural programs and service needs support

Key relationships

| Who | Why |
| --- | --- |
| **Ministerial** |  |
| Minister’s office | * Provide advice and Information |
| **Internal** |  |
| Senior Manager Arts Funding and Development | * Consult, exchange information and receive direction * Provide advice and support * Escalate and resolve issues of a strategic and sensitive nature |
| Executive Director, Create NSW | * Provide advice and support * Escalate and resolve issues of a strategic and sensitive nature |
| Other staff within Create NSW | * Contribute to planning, exchange information, collaborate, support, influence and negotiate |
| **External** |  |
| Regional Arts Development Organisations | * Build and maintain constructive relationships, exchange information, collaborate, influence and negotiate |
| NSW Service Organisations | * Build and maintain constructive relationships, exchange information, collaborate, influence and negotiate |
| Other Government agencies | * Build and maintain constructive relationships, exchange information, collaborate, influence and negotiate |
| Industry participants/representatives and funding applicants, investment partners/prospects and other external stakeholders | * Represent Create NSW, build and maintain constructive relationships, provide information, consult, engage, influence and negotiate in order to optimise outcomes |

# Role dimensions

## Decision making

The Regional Arts and Partnership Manager:

* operates with a degree of day to day autonomy in managing and coordinating relationships with the Regional Arts Development Organisations, NSW Service organizations and related programs
* provides advice and guidance on the reporting structure and targets for regional arts engagement and for service needs delivery; and
* represents Create NSW, builds and maintains constructive relationships, provides information and support, consults, engages, and negotiates with external stakeholders

## Reporting line

Senior Manager Arts Funding and Development

## Direct reports

Nil

## Budget/expenditure

Nil

Key knowledge and experience

* Strong knowledge of the arts, culture and/or screen sectors
* Significant experience and understanding of regional NSW
* Strong negotiation skills and experience in managing stakeholders
* Experience and/or understanding of the three tiers of government

Essential requirements

* Appointment and ongoing assignment is subject to the satisfactory participation in mandatory pre-employment and ongoing probity screening, in accordance with the Create NSW Staff Probity Framework.

# Capabilities for the role

The [NSW public sector capability framework](https://www.psc.nsw.gov.au/workforce-management/capability-framework/the-capability-framework) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.

The capabilities are separated into **focus capabilities** and **complementary capabilities**.

# Focus capabilities

*Focus capabilities* are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.

| FOCUS CAPABILITIES | | | | |
| --- | --- | --- | --- | --- |
| **Capability group/sets** | **Capability name** |  | **Behavioural indicators** | **Level** |
|  | **Act with Integrity**  Be ethical and professional, and uphold and promote the public sector values | | Represent the organisation in an honest, ethical and professional way and encourage others to do so  Act professionally and support a culture of integrity  Identify and explain ethical issues and set an example for others to follow  Ensure that others are aware of and understand the legislation and policy framework within which they operate  Act to prevent and report misconduct and illegal and inappropriate behaviour | Adept |
|  | **Work Collaboratively**  Collaborate with others and value their contribution | | Recognise outcomes achieved through effective collaboration between teams  Build cooperation and overcome barriers to information sharing, communication and collaboration across the organisation and across government  Facilitate opportunities to engage and collaborate with stakeholders to develop joint solutions  Network extensively across government and organisations to increase collaboration  Encourage others to use appropriate collaboration approaches and tools, including digital technologies | Advanced |
| **Influence and Negotiate**  Gain consensus and commitment from others, and resolve issues and conflicts | | Negotiate from an informed and credible position  Lead and facilitate productive discussions with staff and stakeholders  Encourage others to talk, share and debate ideas to achieve a consensus  Recognise diverse perspectives and the need for compromise in negotiating mutually agreed outcomes  Influence others with a fair and considered approach and sound arguments  Show sensitivity and understanding in resolving conflicts and differences  Manage challenging relationships with internal and external stakeholders  Anticipate and minimise conflict | Adept |
|  | **Deliver Results**  Achieve results through the efficient use of resources and a commitment to quality outcomes | | Use own and others’ expertise to achieve outcomes, and take responsibility for delivering intended outcomes  Make sure staff understand expected goals and acknowledge staff success in achieving these  Identify resource needs and ensure goals are achieved within set budgets and deadlines  Use business data to evaluate outcomes and inform continuous improvement  Identify priorities that need to change and ensure the allocation of resources meets new business needs  Ensure that the financial implications of changed priorities are explicit and budgeted for | Adept |
| **Think and Solve Problems**  Think, analyse and consider the broader context to develop practical solutions | | Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues  Work through issues, weigh up alternatives and identify the most effective solutions in collaboration with others  Take account of the wider business context when considering options to resolve issues  Explore a range of possibilities and creative alternatives to contribute to system, process and business improvements  Implement systems and processes that are underpinned by high-quality research and analysis  Look for opportunities to design innovative solutions to meet user needs and service demands  Evaluate the performance and effectiveness of services, policies and programs against clear criteria | Advanced |
|  | **Project Management**  Understand and apply effective planning, coordination and control methods | | Understand all components of the project management process, including the need to consider change management to realise business benefits  Prepare clear project proposals and accurate estimates of required costs and resources  Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements  Identify and evaluate risks associated with the project and develop mitigation strategies  Identify and consult stakeholders to inform the project strategy  Communicate the project’s objectives and its expected benefits  Monitor the completion of project milestones against goals and take necessary action  Evaluate progress and identify improvements to inform future projects | Adept |

# Complementary capabilities

*Complementary capabilities* are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as ‘not essential’ for this role are not relevant for recruitment purposes however may be relevant for future career development.

| COMPLEMENTARY CAPABILITIES | | | | |
| --- | --- | --- | --- | --- |
| **Capability group/sets** | **Capability name** |  | **Description** | **Level** |
|  | Display Resilience and Courage | | Be open and honest, prepared to express your views, and willing to accept and commit to change | Adept |
| Manage Self | | Show drive and motivation, an ability to self-reflect and a commitment to learning | Intermediate |
| Value Diversity and Inclusion | | Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives | Adept |
|  | Communicate Effectively | | Communicate clearly, actively listen to others, and respond with understanding and respect | Adept |
| Commit to Customer Service | | Provide customer-focused services in line with public sector and organisational objectives | Adept |
|  | Plan and Prioritise | | Plan to achieve priority outcomes and respond flexibly to changing circumstances | Intermediate |
| Demonstrate Accountability | | Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines | Intermediate |
|  | Finance | | Understand and apply financial processes to achieve value for money and minimise financial risk | Intermediate |
| Technology | | Understand and use available technologies to maximise efficiencies and effectiveness | Intermediate |
| Procurement and Contract Management | | Understand and apply procurement processes to ensure effective purchasing and contract performance | Intermediate |