

Job Ad Reference: QLD/AQ281379
Closing Date: 17 July 2018
Enquiries: Julie Tanner (07) 3034 4058

Role Identification

Title	Partnerships Manager
Classification	A07
Division	Policy and Programs
Location	Brisbane
Date of Review	June 2018

The organisation

Arts Queensland, part of the Department of Environment and Science, works to develop a vibrant and sustainable arts sector, strengthen cultural, social, artistic and economic outcomes for Queensland, and promote the dynamic arts and cultural experience on offer in communities across Queensland.

As the administrative agency for the arts, we coordinate Government investment and support to five statutory bodies, three arts owned companies, and invests \$18 million into 43 organisations annually. We oversee competitive grants for the arts sector, touring funding for the State and investment in regional arts programs. Arts Queensland networks extend into the Departments of Health, Education, Aboriginal and Torres Strait Islander Partnerships, and Tourism/Major Events/Communications; and we have productive partnerships across local councils and regional tourism organisations.

Arts Queensland also manages a significant portfolio of cultural infrastructure assets with a value of \$1.2 billion, including the heritage listed Cultural Precinct at South Bank. To support this investment, we administer a range of infrastructure investment, maintenance and building programs aimed at growing Queensland's cultural reputation and cultural tourism offering.

We support diversity and inclusion by providing equal opportunities for everyone irrespective of gender, culture, generation, sexual orientation or disability. We promote a respectful workplace culture and see the benefit in supporting and retaining a mobile, flexible and agile workforce.

To find out more about Arts Queensland, please visit www.arts.qld.gov.au

The Role

Utilising your understanding, and clear articulation of the value of arts and culture in delivering social, economic and cultural benefits to Queensland communities, this role will focus on identifying and facilitating partnership opportunities; along with developing existing relationships across government and arts and non-arts sectors.

You will be forward thinking, self-motivated and adept at building relationships in a complex and fast-paced environment including delivering the strategic priorities of the Queensland Government Regional Arts Services Network and Regional Arts Development Fund.

Key responsibilities:

- Contribute to the development and implementation of strategic and operational plans in line with Queensland Government and Arts Queensland's strategic priorities and performance measures.
- Manage government investment including client management, contracting, evaluation, reporting and acquittal processes to deliver upon the objectives of the Regional Arts Services Network and Regional Arts Development Fund.
- Conduct research, analyse data and identify opportunities to strengthen Queensland's arts and cultural sector with a focus on business development, innovation, sustainability and stakeholder relationships across all levels of Government, community and industry.
- Proactively build strong relationships and partnerships with internal and external stakeholders to reach a shared view on interdepartmental or cross-stakeholder issues and inform the development of business cases for government investment.
- Support the Director, Partnerships in providing comprehensive advice to the Government, Minister, Deputy Director-General and senior management.
- Represent Arts Queensland on Government and industry committees and at key national and state-wide forums ensuring effective representation and negotiation of relevant issues.
- Prepare high-level Ministerial correspondence, reports, briefings and submissions.

You will report to the Director, Partnerships.

Skills and Experience –

Supports strategic direction – understands and supports the organisation's objective, business plan and the context in which it operates as an investor and supporter of arts companies in a competitive and commercial environment. Recognises the links between the arts sector and social, economic and community wellbeing and identifies broader factors and trends that may impact on individual and team work plans.

Achieves results – develops and adapts clear plans, processes and timeframes of project implementation. Utilises knowledge and data relating to arts and culture in regional contexts to build connections and develop business cases that support investment in the arts sector across the state. Works in collaboration with Arts Queensland teams to support delivery of Arts Queensland outcomes particularly for regional arts and culture.

Supports productive working relationships – builds and sustains strong working relationships within Arts Queensland with clients and a wide range of stakeholders including local government and regional development organisations. Works collaboratively and actively listens to staff, colleagues and clients and provides constructive, regular feedback.

Displays personal drive and integrity – acts professionally at all times and operates within the boundaries of organisational processes and policies. Shows initiative and takes personal responsibility for meeting objectives. Challenges issues constructively and seeks guidance and advice when required.

Communicates with influence – seeks to understand the audience and listens carefully to others to ensure their views are understood. Confidently presents messages in a clear, concise and articulate manner. Prepares high level briefings, submissions and reports on complex issues.

About your application

Please apply online and include a current resume with a one to two page cover letter, particularly demonstrating your experience in;

- developing and maintaining relationships across arts, non-arts organisations and government departments that lead to arts and cultural outcomes
- your ability to identify and develop opportunities with and across regional communities that grow the arts and cultural sector

Access the “apply online” facility on the Smart Jobs and Careers website (www.smartjobs.qld.gov.au). You will need to create a “My Smart Job” account before submitting your online application.

Further information to assist you

Additional information relevant to employment in the Queensland Public Service:

- Applications will remain current for a period of 12 months.
 - A 3 month probation period applies to new appointees.
 - The [Capability and Leadership Framework \(CLF\)](#) is used to describe the above attributes required in the role.
 - A non-smoking policy is effective in Queensland Government buildings, offices and vehicles.
 - You will receive superannuation, annual leave loading, 10 days sick leave per year, 20 days annual leave per year, access to flexible leave arrangements (including flexi-time), training and career advancement opportunities.
 - To be eligible for permanent appointment to the Queensland Public Service, applicants must provide proof of Australian citizenship or permanent residency. To be eligible for temporary appointment, applicants must provide proof that they can legally work in Australia.
 - Applicants may be required to disclose particulars of any previous serious disciplinary action taken against them in accordance with section 179A of the *Public Service Act 2008*.
 - All information submitted by an applicant for this role is subject to the *Right to Information Act 2009* and the *Information Privacy Act 2009* for personal information.
 - Disclosure of Previous Employment as a Lobbyist - applicants will be required to give a statement of their employment as a lobbyist within one (1) month of taking up the appointment.
 - Referee checking will be undertaken and other pre-employment checks may occur prior to any offer of employment. Checks may include (but are not limited to) proof of eligibility for appointment to the Queensland Public Sector, a criminal history check and a serious discipline history disclosure check.
 - For further information about working for the Queensland Government visit www.qld.gov.au.
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