



Position Description

Position details

Position title:	Cultural Facilities Corporation Chief of Staff
Position number:	1118
Classification:	Senior Professional Officer Grade A
Branch:	Central
Section:	Corporate/ HR
Security clearance:	Not Required
Date of review:	11 Jan 2022

Organisational environment

The Cultural Facilities Corporation (CFC) is an ACT Government statutory enterprise established under the *Cultural Facilities Corporation ACT (1997)*, to manage the following major cultural venues in Canberra.

- Canberra Theatre Centre
- Canberra Museum and Gallery (CMAG) and the Nolan Collection
- ACT Historic Places (Lanyon, Calthorpes' House, and Mugga-Mugga)

Its current context includes the potential development of a new Canberra Theatre and facilities, and the Civic, Arts and Cultural District.

Position objective

This position is responsible for collaborative, strategic leadership, to enable the CFC to develop and deliver high quality co-ordinated services, to diversify and strengthen the ACT economy and create a vibrant community for Canberrans as well as for people visiting Canberra.

The position will play a key leadership role in enabling the CFC to achieve its vision - namely for Canberra to be a creative capital that values the arts for their intrinsic qualities, their contribution to building a more inclusive and resilient society, their support for making the city an exciting place to live and an attractive destination for business and tourism, and their important role in the economy of the ACT and region.

Reporting relationships

This position reports directly to the CFC's Chief Executive Officer and works in close liaison with the Chief Finance Officer, Director Canberra Theatre Centre, Director Canberra Museum and Gallery and Director ACT Historic Places.

Principal responsibilities

Under broad direction, you will:

1. establish, develop and employ positive and productive working relationships to achieve individual, team and organisational objectives.
2. provide high level, accurate, evidence-based advice, briefings, reports and correspondence in support for the CEO and the Board.
3. collaboratively develop CFC business areas and develop the CFC's operations as a single unified organisation, through leading and establishing improved ways of thinking, engaging, co-operating and delivering.
4. assist leaders to identify key priorities, acting as a central thought partner, inspiring trust in and across the workplace so that people are encouraged to improve business results and enhance organisational culture.
5. lead and oversee the Corporate/ HR section of the CFC so that the organisation can achieve objectives in line with the CFC Strategic and Business Plans.
6. provide high level support to the Chief Executive Officer, as required, on strategic projects including a range of corporate projects and corporate governance responsibilities.
7. provide high level support for the CEO in meeting preparation and planning for the CFC Board, as well as documentation as required for the Minister for the Arts and their responsibilities to the ACT Legislative Assembly, including briefing material and speech presentation.
8. supervise staff as agreed from time to time with CEO.
9. perform other duties as reasonably directed.

Compliance requirements/ Qualifications

You will:

1. shape strategic thinking, inspiring others with purpose, direction, innovation and creative solutions.
2. lead and value people, respecting individuals and build a culture of improving practice.
3. foster collaboration, engaging across the organisation, across government and the arts and cultural sector; create partnerships and co-operation built on demonstrated history of respect within government and the arts and cultural sector.
4. have exceptional written and interpersonal skills, including the demonstrated ability to liaise with staff, Board members, senior government officials and members of the community.
5. have a demonstrated understanding of and experience in working with the Arts and Cultural Sector as well as ACT Government, ACT Executive and the ACT Legislative Assembly.

6. have a demonstrated high-level ability to make a strategic and constructive contribution as a member of a senior management team and to contribute to corporate goals and projects.

7. demonstrate a knowledge of, and commitment to, the principles and practices of Workplace Diversity and Equity, Workplace Relations, and Work Health and Safety and the ability to apply them to work practices, together with an understanding of, and commitment to the ACT Government Service Code of Ethics.

Essential and desirable qualifications

Essential:

A Bachelor's (or higher) degree.

At least 3 years' experience working in a Chief of Staff or equivalent role in government and/or business

Desirable: Current Driver's Licence.

Other requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit and use hands to input data and write. The employee is frequently required to talk or hear in person and on the telephone. The employee is occasionally required to stand, walk and occasionally lift items up to 15kg. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Where a person can perform the inherent requirements of a job, the CFC may make reasonable adjustments to the workplace or work practices to accommodate any additional needs that the person may have. For example, providing a large screen could enable a person with a vision impairment to use a computer.

This position will require occasional out of hours work.