

Cultural Programs Coordinator (ASO5)



Government
of South Australia
Department for Infrastructure
and Transport

Role statement

Organisational alignment	Division:	People and Corporate Services
	Directorate:	People, Culture and Capability
	Section:	Workforce Strategy and Culture
Reporting relationships	Reports to:	Principal L&D Consultant
	Direct reports:	Nil

Role overview

The Cultural Programs Coordinator is responsible for providing specialist advice and services relating to the coordination, monitoring, improvement and evaluation of all learning and development activities aligned to the Reconciliation Action Plan specifically the agency's Aboriginal Cultural Footprint program.

A key focus of the role is to coordinate the delivery of the DIT Aboriginal Cultural Footprint Program, both in person and e-Learning. The role is also responsible for managing the procurement and contract management of stakeholder engagement to ensure delivery of Cultural Programs.

This role provides support to other specialist learning requirements which are aligned with the learning and development strategy and capability framework. The role conducts significant and extensive consultation and liaison across a range of stakeholders, including the need to achieve positive and workable collaborations with technical and non-technical staff to support learning outcomes.

In addition, the role is responsible for the administration and coordination of other whole of department programs and contributing to continuous improvement of systems that support the effective learning and development of programs and outcomes.

Further information about the department can be found at dit.sa.gov.au/about_us

Our values

We pride ourselves on applying these values to our day-to-day interactions and individual performance. They shape our approach to achieving our strategic agenda.



Collaboration

We work together as one team to serve our customers.



Honesty

We are honest, open and act with integrity.



Excellence

We commit to excellence in everything we do.



Enjoyment

We enjoy our work and recognise our success.



Respect

We respect, understand and value the people we serve.

Key outcomes required of the role

- Coordinate, or undertake a range of complex functions associated with assigned discrete programs, projects, systems and/or services that are consistent with agency strategies, policies, priorities and deliver of the Section's objectives.
- Provide culturally sensitive information and specialist advice to procure and manage stakeholders to facilitate required programs. Supervise and train staff where required, coordinate resources and ensure the standard of work quality, service delivery and/or compliance with regulations, codes, and specifications meet the Section's objectives.
- Coordinate all aspects of the delivery of Programs including consulting with suppliers, coordinating training dates and participants, room set/pack ups, and catering where relevant.
- Lead and monitor the preparation of procurement and contract management documentation and processes for all external stakeholders responsible for providing the Cultural Footprint Program, prepare reports with recommendations, maintain records and systems to accurately track compliance and capability development.
- Ensure all learning and development is accurate and up to date on the Department's learning management system.
- Liaise and negotiate with internal and external stakeholders and service providers to address concerns associated with, and to progress and provide input into, assigned programs, projects, systems and/or services.
- Manage the e-learning components of the Cultural programs provided to all department employees, by way of creating courses within Talent, manage registrations, collect and report program feedback.
- Support and/or contribute to the development and implementation of relevant and effective policies, strategies, standards, guidelines and procedures to meet program or Section goals and objectives.
- Contribute to a safe, diverse and healthy work environment free from discrimination and harassment by working in accordance with the department's Values, legislative requirements, the Code of Ethics for the South Australian Public Sector, equal employment opportunity and departmental human resource policies, including Work Health Safety and Wellbeing requirements.

Special conditions attached to the role

- A National Police Check (NPC) is required prior to employment in the Department for Infrastructure and Transport which must be renewed every three years.
- This role is classified as a position of trust and will be subjected to a satisfactory criminal history record check in line with departmental policies and procedures.
- Some out of hours and weekend work may be required.
- Some intra / interstate travel may be required.

Educational qualifications / licenses

Nil

Technical capabilities

The department's HR Technical Competency Framework describes the specific knowledge, technical skills and expertise required for the role. The framework is constructed around four

categories of technical competency; advisory, integrity, HR administration, organisational strategy and change.

- This role is classified as Stream 2 within the DIT HR Technical Competency Framework. Further information about the framework is available from the responsible manager.

Person capabilities

[Our Capability Framework](#) describes the core capabilities, behaviours and skills required for us to meet our strategic objectives and be a modern public sector, attracting, developing and retaining the best talent. The framework is constructed around five categories of capability; personal attributes; building relationships; achieving results; leadership and growth; and performance enablers.

Refer to our framework for the detailed capabilities required for this stream. This role is classified as:

Stream 2: Leader

Stream 2 roles would typically consist of supervisors and senior team members, including those with technical knowledge (indicative classifications include ASO4-6, PO2-3, OPS4-7, TGO2-5, M3-7, WPA2, WBT7-10).

Key selection criteria

The criteria outlined below are drawn from the most significant requirements of the person capabilities (from Our Capability Framework) and technical capability, professional knowledge and experience to be addressed in your application having consideration of the role overview and key outcomes.

- Manages customer enquiries by utilising a sound knowledge of related government programs, policies and/or legislation that impact on the functions of the role and the Agency.
- Demonstrated well developed communication skills, including the ability to liaise effectively at all levels, listen to staff, service providers and customers, resolve conflict, contribute to successful and positive negotiations, and formulate solutions to problems.
- Solid understanding of Aboriginal and Torres Strait Islander people's culture.
- Ability to work under limited direction, with experience in coordinating and/or implementing a broad range of complex functions associated with assigned programs, projects, systems, policies and/or services.
- Demonstrated ability to write complex documentation, process high volumes of quality accurate detailed work and synthesise information to provide recommendations in reports and correspondence.
- Ability to work under limited general direction, independently or as part of a team, identify specific or desired performance outcomes, plan and coordinate activities, use initiative and judgement and set priorities to achieve objectives within deadlines.
- Shows respect for diverse backgrounds, experiences and perspectives including that of Aboriginal and Torres Strait Islander people. Values diversity of thought.
- Shows genuine care for the safety and wellbeing of self and others.

Approved

Signature: _____ Date: _____

Director, People, Culture and Capability

People, Culture and Capability Use Only	KNet ID: 21467460	ANZSCO code: <Insert #>	Position number: M36889
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