

SOUTHERN GRAMPIANS SHIRE COUNCIL

POSITION DESCRIPTION

Position Details

Title:	Gallery Educator
Classification:	Band 5
Business Unit:	Hamilton Gallery
Directorate:	Office of the CEO
Reports to:	Engagement and Development Coordinator

Our Vision and Values

Vision

Thriving Community, Limitless Opportunity

Values

Raise the Bar

Create Brilliance Together

Dream Boldly, Change Bravely

Integrity in Every Step

Child Safety

Southern Grampians Shire Council is a child safe organisation committed to the Victorian Child Safe Standards by:

- providing an environment where Aboriginal children and young people can express their culture and enjoy their cultural rights
- having a zero tolerance approach to child abuse
- having a zero tolerance approach to racism and an expectation that staff and volunteers will act on incidents of racism

Position Summary

The Gallery Educator is responsible for the delivery of educational and public programs within the Gallery. The Gallery Educator will work alongside the Gallery Engagement Team to produce and deliver programs, learning resources, and tours for various groups such as early childhood, primary, secondary, and tertiary including educators.

Key Responsibilities

- Ensuring learning programs are executed to the highest quality
- Developing and executing programs that are in line with the Victorian Curriculum
- Deliver programs to a wide range of audiences
- Ensure reporting of audiences is completed accurately
- Deliver programs at the Gallery, the workshop space, off site at schools and virtually

Extent of Authority

- Supervision of resources
- Provide advice to clients and give support to more senior employees
- Accountable for the quality, effectiveness, cost, and timelines of programs, projects, and work plans
- Freedom to act is not limited simply by standards and procedures, and the quality of decisions and actions will often have an impact on the performance of those employees being supported
- Commit to and adhere with Child Safety standards and Council's requirements

Judgement and Decision Making

- Objectives are well defined but the methods and processes to be used must be selected from a range of alternatives
- Guidance and advice are usually available within the required time to make a decision

Specialist Skills and Knowledge

- Understanding of the role and function of the senior employees to which support is provided
- Understanding of the function of the position within the organisational context
- Provide direction, leadership and structured or on-the-job training

Management Skills

- Skills in time management, setting priorities, and planning work
- Set objectives in the most efficient way possible with the resources available
- Will comply with systems and policies to ensure a safe work environment by:
 - Taking reasonable care for your own health and safety and the health and safety of others within the workplace and co-operate with Council with respect to any action taken to comply with a requirement of the OHS Act
 - Not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health, safety or welfare
 - Contribute to OHS consultation processes

- Prompt reporting of hazards and incidents

Interpersonal Skills

- Ability to gain cooperation and assistance from clients, members of the public and other employees
- Write reports and prepare external correspondence

Compliance with Legislation and Policies

- Adhere to all current relevant codes of conduct and legislative requirements including but not limited to:
 - Southern Grampians Shire Council Policies and Procedures
 - Southern Grampians Shire Council Staff Code of Conduct
 - Privacy and Data Protection Act 2014 (Vic)
 - Equal Opportunity Act 2010 (Vic)
 - Occupational Health and Safety Act 2004 (Vic)
 - Government/Industry Codes of Conduct
 - The Southern Grampians Shire Council Enterprise Agreement
 - The Municipal Emergency Management Plan
- Demonstrate a commitment to risk management principles and practices, and also maintain a safe environment for staff and the community
- Responsible for ensuring the security of Council's assets under the Officer's control
- Remain compliant with the requirements of the Occupational Health and Safety Act 2004 (Vic), and contribute to the health, safety, and wellbeing of Council employees by:
 - Supporting managers in activities that foster a positive OHS culture

Employees:

- Co-operating with Council with respect to any action taken to comply with a requirement of the OHS Act 2004

Qualifications and Experience

- Skill and knowledge level acquired through diploma level qualification in teaching or the arts, or significant work experience
- Working with Children's Check

Key Selection Criteria

The employee will demonstrate the following:

- Problem solving skills with the ability to quickly assess and address challenges
- Manage diverse classroom dynamics while maintaining student focus and motivation
- Demonstrated ability to design and deliver age-appropriate lessons that cater to a wide range of learning styles and abilities
- Familiar with educational tools and the ability to integrate technology in a meaningful way
- Work effectively as part of a team and contribute to a collaborative and supportive educational culture

Agreement

I, _____ have read and understand the objectives and conditions of the above mentioned role.

Signature: _____

Date: _____