

Position Description

Executive Manager Creative City

Division	City Life
Business Unit	Creative City
Management Level	M3
Grade/Band	10
Date position description approved	October 2020

Council overview

At the City of Sydney our people are our most important asset and central to achieving our exciting and ambitious [Sustainable Sydney 2030](#) – developing a green, global and connected city. The City of Sydney works to build socially sustainable communities that support a more inclusive Sydney – a city that is also more connected, liveable and engaged.

From our high-quality facilities to local services and initiatives, we are dedicated to delivering the best city environment for business, work, living and recreation.

Council values

Our people are custodians of public trust and confidence. In recognising this, we are committed to building a high performing culture built on the values of collaboration, courage, integrity, innovation, quality and respect. These six core values guide everything we do at the City.

Primary purpose of the position

To lead the Creative City team to deliver key outcomes of the City's cultural strategy, *Creative City*, and contribute to the delivery of the social, economic and environmental strategies that deliver Sustainable Sydney 2030. The *Creative City* priorities are:

- Precinct distinctiveness and creativity in the public domain
- New avenues for creative participation
- Sector sustainability: surviving and thriving
- Improving access, creating markets
- Sharing knowledge
- Global engagement

Key accountabilities

- To develop and promote a cutting edge City library network to build community skills (especially creative, digital and environmental), community cohesion, and provide opportunities for creative innovation and entrepreneurship.
- To provide strategic direction for, and oversight of the City's major events, including Sydney New Year's Eve, Sydney Lunar Festival, Art & About, and Christmas celebrations amongst others to demonstrate Sydney as a cultural city, to attract tourism and business investment into Sydney.
- To provide strategic direction for creative projects such as creative spaces, culture-led precinct revitalization projects, and other specific projects arising each year from the *Creative City* strategy.
- To oversee the delivery and management of corporate partnerships and the City's banner network to increase revenue to the City, to build business alignment with the City's objectives and to promote the cultural, community and civic activities in the City.
- To oversee the development of new cultural facilities and services considering light of current provision and future need.
- To contribute to strategic planning on cultural issues across the City of Sydney.
- Engage at a strategic and delivery level with State and Federal Governments on cultural matters.

Key challenges

- Managing a large and diverse multidisciplinary team
- Managing, negotiating and influencing outcomes with diverse and complex stakeholders, given the need to balance competing expectations, interests and demands
- Providing timely expert advice related to cultural, economic, social and environmental outcomes to the Director, Executives and Councils in making informed decisions on a range of issues which are potentially sensitive, controversial and political.

Key relationships

Who	Why
Internal	
Director City Life	<ul style="list-style-type: none">• Receive advice and report on progress towards business objectives and discuss future directions• Provide expert advice and contribute to decision making• Identify emerging issues/risks and their implications and propose solutions

Who	Why
Direct Reports	<ul style="list-style-type: none"> • Lead, direct, manage and support performance and development • Guide, support, coach and mentor
Project Team	<ul style="list-style-type: none"> • Guide, support, coach and mentor team members • Lead discussions and decisions regarding key projects and deliverables
External	
Stakeholders: <ul style="list-style-type: none"> ○ All levels of Government ○ Government agencies ○ Industry and Business in priority sectors ○ The community 	<ul style="list-style-type: none"> • Build and sustain strong relationships between the City, key cultural organisations, creative networks, academic institutions, residents, business and community groups. • Engage at a strategic and delivery level with State and Federal Governments on cultural matters. • Publicly represent the City at high level events including seminars, community meetings and at Council meetings. Ensure the City's interests and image are well represented. • Engage in, consult and negotiate the development, delivery and evaluation of projects • Manage expectations and resolve issues
Vendors/Service Providers and Consultants	<ul style="list-style-type: none"> • Communicate needs, facilitate routine business transactions and resolve issues • Negotiate and approve contracts and service agreements • Manage contracts and monitor the provision of service to ensure compliance with contract and service agreements, and to ensure contracted outcomes are delivered

Key dimensions

Decision making

- Responsible for driving the implementation of new and refreshed strategies for adoption by Executive and/or Council.
- Responsible for the activation of the City's cultural outcomes

Reports to

Director City Life

Direct reports

Manager Culture and Creativity
Manager Libraries and Learning
Executive Producer Major Events and Festivals
Manager Cultural Venues and Programs
Manager Corporate Partnerships
Business Support Officer

Estimated number of indirect reports

200

Essential Knowledge, Skills & Experience

Tertiary qualifications in a relevant discipline and/or demonstrated equivalent competencies gained through experience.

Extensive knowledge and proven success of the existing and emerging arts and cultural landscape in greater Sydney, within an international context, and with a good understanding of creative industries and tourism.

Demonstrated high level experience and expertise in leading and managing a large multi-disciplinary team, to deliver high performance, strong staff engagement and a resilient, adaptive culture focused on good governance and the public benefit.

Ability to work within a large public sector organization with high transparency and diverse inputs into decision making.

Capabilities for the position

The City's **Leadership and Management Capability Framework (LMCF)** outlines the capabilities expected of people managers to perform well in their role. They are expressed as behaviours that show expected knowledge, skills and our values. There are capabilities for employees and managers which provide clarity, common language and consistency.

Focus capabilities

The capabilities in bold are the focus capabilities for this position. The focus capabilities are those judged to be most important at the time of recruiting to the position. That is the ones that must be met at least at a satisfactory level for a candidate to be suitable for appointment. The table below outline the suggested focus capabilities for both Leadership and management and is a guide.

Capability Group	Capability Name	Level
Leadership	Displays Awareness of Self and Others	Business Unit Manager - M3
	Cultivates Productive Relationships	Business Unit Manager - M3
	Drives Results	Business Unit Manager - M3
	Develops People and Culture	Business Unit Manager - M3
	Operates Strategically	Business Unit Manager - M3
Management	Technology and Information Management	Business Unit Manager - M3
	Finance and Resource Management	Business Unit Manager - M3
	Asset Management	Business Unit Manager - M3
	Risk Management, Safety and Compliance	Business Unit Manager - M3
	Procurement and Contract Management	Business Unit Manager - M3
	Project Management	Business Unit Manager - M3
	Change Management	Business Unit Manager - M3
	People Management	Business Unit Manager - M3