



Project Officer (Generalist)

Job No: BYR416 **Location:** Mullumbimby, NSW

The Byron Shire offers pristine beaches, diverse lifestyles, a magnificent natural environment and a subtropical climate. Byron Shire Council has a high performance, collaborative culture and we value our employees. We provide a rewarding and flexible working environment and celebrate our values of:

- **We lead with enthusiasm and purpose**
- **We are open, honest and respectful**
- **We foster well-being and creativity**
- **We achieve our goals and succeed together**

We are looking for:

If you are considering looking for an exciting opportunity then this may be the role for you. We have passion and enthusiasm and are looking for like-minded people to join us on our journey.

The successful candidate will meet all the criteria set out in the Position Description for the role and importantly will have demonstrated ability to plan and deliver arts and cultural development initiatives in the vibrant Byron Shire. This role is integral to developing policy and planning as well as implementing inclusive projects, programs and services, including Lone Goat Gallery coordination, in accordance with Council's Integrated Planning and Reporting. This role is an important liaison point with practitioners, service providers, cultural institutions and other stakeholders and collaborates across the organisation on priority projects to contribute to a culturally vibrant and inclusive community.

We offer:

- A permanent, part time position (21 hours per week)
- Salary and Conditions will be in accordance with the NSW Local Government (State) Award with an appointment at a salary in the range of \$39.82 to \$46.13 per hour (dependent upon skills and experience).
- Other benefits include 9.5% superannuation, education and training support, flexible work hours and an attractive salary packaging scheme.

Location:

This position is based in Mullumbimby, however Council can require you to work from other work sites as required for operational reasons.

We believe in diversity, inclusion and equality and are committed to ensuring that our workplaces are a reflection of our community. We recognise the benefits that diversity and inclusion brings, and in turn encourage talented people from all backgrounds, abilities and identities to apply for our vacancies.

We are open to discussing flexible working arrangements and encourage our people to explore new ways of working – including part-time, job-share or working from different locations. Everyone can ask about it.

We strongly encourage applications from people with disability and will provide reasonable adjustments in our recruitment process and in the workplace. If you need an adjustment during the recruitment process, please call or email the contact person listed below, and also advise us of your preferred method of communication.

Pre-Employment Screening Process:

- **Reference Checks:** Referees will preferably be your current or most recent supervisor and must be able to comment directly on your abilities in a work situation. If you have any objection to this action, your concerns should be raised in your application and be discussed with the Selection Panel.
- **Functional Health Assessment:** If applicable, the functional health assessment evaluates your physical and functional capacity against the physical demands necessary to safely perform the job for which you have applied.
- **Background Screening:** Background checks verify the information you have provided in your application, and where applicable, also check for relevant criminal history. Checks may also include, for example, a confirmation of your employment history, qualifications/tickets and working with children clearance.

Contact:

Deb Stafford - Manager Social & Cultural Planning - 02 6626 7088

Closing date:

10pm (NSW time), **Thursday 11 March 2021**. Late applications will not be permitted.

[CLICK TO VIEW THE POSITION DESCRIPTION AND A LINK TO APPLY](#)