

POSITION DESCRIPTION



Position Title	Community Engagement and Arts Officer
Directorate	Community Development
Designation	Level 5 (Municipal Officer) ASTC EA
Position Number	P2193
Responsible To	Manager Community and Cultural Development
Position Status	Permanent Full-time
Position Description Approved	 Date: 30 October 2025

Primary Objective

Based at the Civic Centre, the Community Engagement and Arts Officer plays a pivotal role in developing strong continuous relationships between Council and local community. The position is responsible for developing and implementing community engagement strategies, supporting Council committees, and overseeing public art initiatives that promote cultural expression and enrich the Alice Springs urban environment.

Key Responsibilities

- Develop and implement community engagement strategies aligned with Council's strategic objectives.
- Coordinate and support community consultation activities including forums, surveys, and workshops.
- Provide administrative support to Council committees and working groups, including agenda preparation, minute-taking, and follow-up on actions.
- Facilitate effective communication between Council, committee members, stakeholders, and the broader community.
- Monitor and evaluate committee and engagement outcomes, contributing recommendations for continuous improvement.
- Maintain Council's engagement platforms and contribute to publications, while supporting other project teams with community engagement activities.
- Deliver outcomes from Council's Public Art Masterplan, including identifying and managing opportunities for installations and exhibitions.
- Oversee the maintenance and preservation of Council's public art assets.
- Prepare high-quality reports and briefings for internal and external stakeholders.
- Represent Council at community forums, stakeholder meetings, and regional networks as required.
- Take reasonable care for own health and safety and that of others.

- Perform other duties within capabilities and/or consistent with the level of this position as required.

Qualifications

- Tertiary qualifications in Community Development, Social Sciences, or related field.
- Demonstrated previous experience in community engagement, event coordination or stakeholder management.
- Current National Criminal History check (less than 6 months old).

Selection Criteria

Essential

1. Proven experience delivering community engagement initiatives and/or events.
2. Highly developed interpersonal, written and verbal communication skills, including demonstrated experience in ongoing stakeholder management.
3. Highly developed organisational skills, including the ability to prioritise and manage multiple tasks, meet deadlines, and adapt to changing priorities while working independently and collaboratively within a team.
4. Experience in leading public art or placemaking initiatives from concept to completion, including developing project scopes and timelines and overseeing fabrication and successful installation within budget.
5. Demonstrated ability to exercise sound judgement, resolve problems, and contribute to practical solutions and continuous improvement initiatives.
6. High level of computer literacy, including Microsoft Office and digital engagement tools.
7. Capacity to work flexible hours, including evening meetings, after-hours functions, and Council events, as required.

Desirable

1. Experience working in local government or public sector.
2. Knowledge of Aboriginal and Torres Strait Islander cultures and engagement practices.
3. Completion of IAP2 Australasia Certificate of Engagement and/or IAP2 Professional Certification.

ACKNOWLEDGEMENT

I have received a copy of this Position Description and have read and understand its contents.

Team Member Name: _____

Signature: _____ Date: _____