

GRADUATE, COMMUNITY CENTRES

POSITION DESCRIPTION

Position Title:	Graduate, Community Centres
Responsible To:	Project Lead, Creative City
Council Portfolio	City Community
Council Program:	City Culture
Classification Level:	Salaried, Level 3

Overview of Portfolio

The City Community Portfolio strives to deliver exceptional experiences for our community and customers, providing opportunities for creativity, recreation and wellbeing in a city that is safe, accessible and supportive of all our communities.

Overview of Program

The City Culture Program creates brilliant experiences for all who choose to live in and enjoy our City. By activating and curating places and spaces, and providing opportunities for creativity, recreation, and wellbeing, we connect, support and inspire our diverse community, and draw more people to Adelaide to live, study, work and play.

Key Relationships / Interactions

Internal	Employees across the City Culture Program City of Adelaide (CoA) employees across all Portfolios, Programs and Corporate Teams
External	City of Adelaide residents Community members, groups and local networks Community service providers Artists, cultural practitioners, creative organisations, and diverse cultural communities Kaurna representatives, First Nations organisations, peak bodies and community partners Government departments, non-government organisations, relevant authorities and funding bodies

A unique team creating an extraordinary city



Primary Purpose

As part of the City Culture Program, the Graduate, Community Centres will support the delivery of welcoming, inclusive and accessible programs, events and services across the City of Adelaide's community centres, libraries and cultural and community spaces and local neighbourhoods.

The graduate will contribute to community-centre operations, community development, program delivery and cultural initiatives. The role will support community connection, creative and cultural participation and lifelong learning while providing broad experience in local government arts and cultural development.

Responsibilities

The Graduate, Community Centres is responsible for:

- Supporting community-centre and program operations, including front-line customer service, handling online bookings, registrations, venue setup, equipment and materials.
- Supporting the planning, delivery, monitoring and evaluation of community, arts and cultural development and lifelong learning activities across community centres, libraries and other City of Adelaide spaces.
- Contributing to the Cultural Policy and Community Wellbeing Strategy through inclusive and accessible programs and events that encourage creative participation community connection, advance Reconciliation, celebrate heritage and enable cultural expression.
- Working with residents, community members, artists, cultural practitioners, volunteers and community groups to encourage participation in City life, support co-design of programs and activities, and identify barriers to access and inclusion.
- Assisting with research, consultation, evaluation and community and cultural asset mapping, including collecting and analysing participation data, feedback and community stories to measure cultural and community outcomes, support reporting and inform service improvement.
- Preparing promotional content for newsletters, social media, webpages and printed materials, and providing administrative support including correspondence, project records, invoice processing and expenditure monitoring.
- Supporting Arts and Culture and broader Creative City initiatives, including Neighbour Day, community-centre programs, grants, UNESCO City of Music activities, public art, exhibitions and cultural partnerships.

Responsibilities for all employees:

- Model and champion an inclusive, respectful, and ethical workplace culture, aligned with our CoA values and Employee Behavioural Standards, actively promoting equal opportunity, diversity and equity.
- Adhere to organisational policies and WHS requirements while promoting a safe, inclusive environment that safeguards both physical and psychological wellbeing for self and others.
- Promptly report WHS incidents or near misses and use equipment, supplies, and personal protective equipment safely and responsibly.
- Adhere to security and safety requirements (physical and cyber) by following secure information/data handling practices and procedures that support and secure our systems.
- Proactively identify and report any cyber security risks, breaches, incidents, or suspicious activity such as phishing, unauthorised access, or mishandling of information.
- Complete all mandatory training and ongoing professional development.

A unique team creating an extraordinary city



Position Criteria

Qualifications	A tertiary qualification in cultural or community development, social work or a related field, completed within the past two years or due for completion within the next six months.	Essential
People Management	Ability to work respectfully with staff and volunteers, contribute to shared activities and seek guidance when required.	Essential
Financial Skills & Acumen	Ability to learn and follow basic financial processes, including purchase orders, invoice processing and monitoring expenditure against approved budgets.	Desirable
Technical Knowledge & Experience	Demonstrated foundational knowledge of community, arts and cultural development, inclusive community engagement, cultural participation and program delivery, gained through tertiary study, placements, volunteering or employment.	Essential
Project Management	Ability to support defined programs and projects by organising tasks, maintaining records, monitoring deadlines and providing progress updates.	Essential
Innovation & Initiative	Demonstrated capacity to apply learning, contribute ideas and identify practical improvements while working within agreed responsibilities and supervision.	Essential
Resource Management & Decision Making	Ability to prioritise assigned tasks, use Council resources responsibly, follow established procedures and refer risks or decisions when guidance is required.	Essential
Professional Development	A commitment to continuous learning, professional development and applying feedback.	Essential
Customer Commitment & Integrity	Ability to provide welcoming, responsive and respectful customer service to colleagues and community members, with a commitment to continuous learning, professional development and applying feedback.	Essential
Collaboration & Communication	Clear written and verbal communication skills and the ability to work collaboratively with colleagues, community members, artists, cultural practitioners, volunteers and organisations.	Essential
Administrative Skills	Ability to prepare routine correspondence, maintain accurate records, collect information and data, and use standard workplace systems and Microsoft 365 applications, web-based platforms and learn Council specific software.	Essential
Government Experience	A basic understanding of the role of local government and the ability to learn and apply Council policies, processes and governance requirements.	Essential

A unique team creating an extraordinary city



Our Values

Our values will guide us towards becoming a stronger, more effective organisation with a positive and mutually beneficial work environment for everyone.

	Achievement • Deliver what matters • Ensure clarity of direction and unity of purpose • Inspire excellence and strive for outstanding results
	Collaboration • Work together to build successful teams and partnerships • Be open, inclusive, and share knowledge • Seek, provide, and act on feedback
	Customer Commitment • Know your customers and put them first • Listen to and understand customer needs • Be responsive, close the loop and deliver on promises
	Integrity • Own your actions, successes and mistakes • Act with transparency, honesty, and respect • Do what you say you will do
	Innovation • Look for ways to improve and create positive change • Think broadly and take a wider viewpoint • Be responsive to new ideas and opportunities

A unique team creating an extraordinary city



Special Conditions

- Performance will be based upon the delivery of the agreed goals recorded in your Performance Review documentation.
- The role will work across multiple City of Adelaide locations including libraries, community centres, public realm.
- Some out of hours work may be required in order to meet the requirement of the role.
- An unencumbered South Australian Drivers Licence may be required.
- A satisfactory Working with Children and Police Clearance will be required.
- A satisfactory Medical Clearance may be required.
- Where applicable, I have reviewed and understand the delegations associated with this position.

Physical Demands

Task	Office Workstation
Work Area	Various
Physical Demand Rating	Light Work

The below table summarises the physical demands of this role.

Physical Demand	O	F	C	Description	FCA Notes
Sitting		✓		Ergonomic adjustable chair	Critical Range of Motion: Shoulder to 90° flexion. Lift Capacity: Up to 2kg (ream of paper). Push / Pull Force: N/A Environmental Factors: Indoor. Carpet in most offices. Lift access in most buildings. Task Rotation: tasks are varied by the worker. Pause exercises, stretches and standing up are self-directed by the worker. Workers can alternate sides with the computer mouse. PPE: Office attire and appropriate footwear.
Standing	✓			Accessing folders, p/copier, talking to others	
Walking	✓			Meeting with others, moving between rooms	
Climbing	✓			Option to take the stairs	
Bending	✓			Reaching down to low shelves, p/copier	
Squatting	✓			Reaching down to low shelves, p/copier	
Gripping		✓		Mouse, stationery, phone	
Forward Reach		✓		Typing, using the mouse, phone usage	
Lift	✓			Light items, folders, paper and documents	
Carry	✓			Short distances within the building /office	

O = Occasional (1–33%), F = Frequent (34–66%), C = Constant (67–100%).

*This is a general statement regarding the physical requirements of the role. The inherent physical requirements are underpinned by Job Dictionaries, which can be accessed by contacting the People Team (OSCAR).

Agreement

This Position Description is only descriptive of the type of duties to be undertaken by you during your employment and you accept the Corporation may require you to carry out any duties which are within your skills and competence.

**** Electronic Offer**** By accepting your letter of offer electronically you are agreeing to the work profile / job description attached to your offer.