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| **Job Description and Person Specification** |  |
| **This authority has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and adults at risk, and requires all staff and volunteers to share this commitment.**  **Solihull Council is committed to equal opportunities and expects all staff and volunteers to recognise and value differences.** | |

**SECTION A: Specific Role Profile**

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| **Post Title** | Cultural Development Officer | **Post No** | CS663 |
| **Directorate** | Economy and Infrastructure | | |
| **Division** | Customer and Library Services | | |
| **Band and Salary** | Band F  £37,890 - £43,857 per annum.  Incremental progression is subject to performance. | | |
| **Responsible to** | Arts Programme Manager | | |
| **Location** | All sites across borough | | |
| **DBS Check** | Not Applicable | | |

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| **Fluency Duty** | This post is covered by the Fluency Duty, as outlined in the Code of Practice on the English language requirements for public sector workers |

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| **Role Purpose** |
| To support the development and enhancement of a broad and inclusive Solihull cultural offer, both through the council’s own provision and also through professional and community delivery, working with a wide range of stakeholders from within and outside the borough. |

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| **Role Responsibilities** |
| * Under the direction of the Strategic Lead – Arts and Libraries and the Arts Programme Manager, you will: * Develop and promote a Solihull cultural strategy for the next five years. * Conceptualise, develop, facilitate and manage a high-quality, innovative, inclusive and aspirational borough-wide programme of cultural initiatives and events, incorporating an exciting mix of local, national and international content. * Cultivate strong working relationships with internal and external partners (e.g. Arts Council, Solihull BID, WMCA, LEP and local cultural organisations) to facilitate the delivery of the strategy and programmes. * Support capacity building across Solihull’s cultural sector. * Manage the Special Advisory Group process for events in Solihull. * Identify and develop opportunities for residents and others to engage with and participate in cultural activity. * Identify opportunities and manage the development of bids for cultural funding to support the council’s objectives. * Work with key stakeholders both within and external to the Council. Ensure that both strategic and service developments plans are achieved as directed. * Support the development of a cultural strategy for Solihull, drawing on stakeholder input and key regional events (e.g. Coventry: City of Culture and the Commonwealth Games). * Produce an annual programme of events, working with relevant internal and external partners to promote these within and outside Solihull. * Identify opportunities for funding and prepare submissions to secure it in support of relevant council events, working collaboratively with local and regional bodies. * Contribute to the Solihull Town Centre programme and council service delivery by helping to develop cultural opportunities to add value to planned activities. * Develop opportunities to improve access to arts and culture through: * identifying and removing barriers to participation in arts and culture; * devising and implementing strategies to improve social equity in access to arts and cultural facilities and events; * Identify target groups for the borough’s arts and cultural initiatives, devising and implementing activities to engage with them. * Bring forward, implement and deliver projects and initiatives, either for the council or jointly with partners, using arts and culture to secure a wide variety of benefits. * Provide arts funding advice to community and neighbourhood groups, to maximise funding from ACE, other lottery distributors, trusts, grants, and the commercial sector and similar. * Manage the Special Advisory Group process for licensing external events, chairing the meetings and co-ordinating with internal and external stakeholders. * Support, nurture and develop communities and neighbourhoods to generate capacity, leadership and home-grown content, enabling local groups to take the lead role in the creating of local cultural events * Plan and co-ordinate production and programming meetings with artists, companies, colleagues and partners including negotiating/issuing contracts as required. * Assist in the planning, organisation and management of performance targets and key performance indicators to ensure the most effective and efficient use of resources. * Work collaboratively with the wider operational management team across the customer services division (specifically in relations to Arts and Culture). * Act as deputy and support the Arts Programme Manager. * Manage or support specific projects, analytical and statistical work, and the preparation of reports and presentations for internal and external stakeholder meetings, committees, working groups, seminars and conferences as required. |

**Section B: Person Specification**

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|  | **Essential Criteria** | **Desirable Criteria** | **Measured By** |
| **Education & Qualifications** | Educated to degree level (or equivalent) | Professional qualification in arts, heritage, culture or leisure. | Application form, certificates &  verified at pre-  employment  checks |
| **Experience & Knowledge** | Thorough and up to date knowledge of the arts, culture and heritage sector. |  | Application form and Interview |
| Extensive experience of translating strategic plans into tangible actions to meet the ambitions of an organisation. |  | Application form and Interview |
| Extensive experience of working strategically to strengthen and sustain opportunities in arts, heritage and culture within communities. | Proven experience of successful bid writing and external funding applications. | Application form and Interview |
| Excellent project management skills | Experience of leading and managing events | Application form and Interview |
| Experience of marketing and communications in a cultural, heritage or arts environment | Experience of working with a community to achieve an objective. | Interview |
| Proven experience of data analysis and interpretation. |  | Application form and Interview |
| Demonstrable experience of making sound decisions whilst working within a demanding work environment |  | Application form and Interview |
| Knowledge and experience of risk assessment tools and management systems |  | Application form and Interview |
| **Skills & Abilities** | Ability to effectively manage own time to address key priorities, meet deadlines and manage competing demands. |  | Application form and interview |
| Establishing effective networks of internal and external stakeholders. |  | Application form and interview |
| An ability to champion change and oversee cultural change within a community |  | Application form and Interview |
| An ability to innovate and develop new models of delivery and take managed risks |  | Application form and Interview |
| IT skills – extensive experience of using MS Outlook, Word, Excel or equivalent systems. |  | Application form and Interview |
| Excellent inter-personal skills, able to work effectively and collaboratively with a variety of stakeholders. |  | Application form and Interview |
| Excellent written and verbal communication skills. Demonstrating the ability to produce reports, performance information, service proposals and customer correspondence to a high standard. |  | Application form and Interview |

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| **Core Behaviours** | **Excellence -** With enthusiasm, you work to deliver a high quality service to meet customer, organisational and personal expectations. You adopt a ‘can do’ attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers. | Interview |
| **Simplicity -** You actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all. | Interview |
| **Trust and Respect -** You are aware of your impact on others including confidentiality. You value openness and listen carefully to understand the views of others. You promote the values of diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect. | Interview |
| **Working Together -** You work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or the communities we serve. | Interview |
| **Responsibility -** You take ownership for your work and you use your initiative to deliver. You are accountable for your own performance and development and you take responsibility for your actions and decisions. | Interview |
| **Leadership -** Your leadership is demonstrated by delivering outcomes and inspiring your team and individuals to improve and develop within an environment that enables individuals to achieve their potential**.** | Interview |

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| **Compiled/Reviewed By** | Kate Bunting, Strategic Lead – Arts and Libraries |
| **Date** | September 2021 |

**Section C: Additional Information**

**Corporate Parent Responsibilities**

All employees should act as an advocate for our Looked After Children; fulfilling our corporate parenting responsibilities by considering Children and Young People in everything we do.

**Health and Safety**

Health and safety laws require all employees to help the Council maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others’ health and safety and co-operate with any reasonable request to support the Council, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented on a daily basis.

All duties and responsibilities must be carried out in line with the Council’s Corporate Health and Safety Policy and any local safety procedures.

**Information Management**

As an employee of the Council, the post holder will be expected to manage information in accordance with standards outlined in the Corporate Records Management and Information Security policies. They will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of Data Protection legislation and guidance.

The post holder will be accountable for ensuring that he/she is aware of relevant Council policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

**Training and Development**

The Council is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.

**Solihull Behavioural Framework**

The Council expects all employees to conduct themselves in a way that is consistent with the values and behaviours set out in the Solihull Behavioural Framework.

**Mobility**

Whilst this appointment is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the Council they may be required.

**Variations to Job Descriptions**

Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Council therefore retains the right to amend job descriptions to reflect changing requirements.