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| DCC Logo 09 Outl B&WRole Profile  Section 1 | | | |
| **Job Title** | Strategic Manager Culture | **Service** | Regeneration and Local Services |
| **Grade** | £58,500 Pending Pay Review | **Service Area** | Culture and Sport |
| **Reporting to** | Head of Culture and Sport | | |
| **Politically Restricted** | The Council has designated that this post is not politically restricted in accordance with the requirement of section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. | | |
| **Disclosure & Barring Service** | N/A | | |
| **Purpose of the job:**  The post holder is responsible for providing strategic leadership and will set the priorities, policy and direction of the team (Culture) aligned to Corporate and Service priorities. They will contribute to the wider service area management team and will lead by example in terms of embedding the vision, values and behaviours of the council.  They will assume a corporate remit as appropriate and will engage with other service areas to achieve better outcomes for the council. | | | |
| **Key Result Area – Corporate**   * To drive organisational change and the transformational agenda by championing the organisational benefits and seeking to embed the application of the council’s core values of People Focused, Outcome Focused and Innovation and Empowerment which are built around a ‘One Council’ ethos; * To strengthen and develop the culture of the council and promote the implementation of a ‘One Council’ approach. To support and seek out collaborative opportunities across the service, within the wider council and with appropriate partners.   **Key Result Area – Leadership**   * To provide clear and visible leadership in a positive working environment; * Contribute to the overall plan for the service, taking the lead role and advising on specialist areas of responsibility; * Manage corporate and service projects and initiatives of varying complexity ensuring that the standard project management methodology is properly utilised. Provide opportunities for employees by encouraging cross-service and matrix working.   **Key Result Area – Service Delivery**   * Ensure service delivery is maintained in line with the corporate service design principles and establish the most effective level of service delivery attainable within the resources available; * Develop and embed demand-side customer driven service design (‘outside-in’) * Establish effective workforce planning arrangements which support medium to long term service delivery and take into account not only the human resource factors, but ties this in to overall strategic plans, financial and budget considerations, environmental issues and legislative requirements/regulations and governance; | | | |
| * Contribute as appropriate in the identification of commercial opportunities that can modernise service provision, improve service delivery and deliver MTFP savings options.   **Key Result Area – Generic Management**   * Manage employees, relevant budgets and team/individual performance in accordance with council procedures and objectives * Use workforce planning data to inform the appropriate interventions for employee development and encourage progressions, as appropriate; * Establish effective lines of communication and build working relationships with the team based around trust and empowerment; * Effectively engage with the team/individual employees to make decisions within the remit of their work, to challenge appropriately and to think ‘outside the box’ in terms of improving service delivery; * Lead by example in relation to continuous professional development; * Actively encourage and lead by example in terms of smarter working initiatives and promote the use of technology to maximise productivity and service delivery; * Ensure, as far as reasonably practicable, the health, safety and well-being of yourself and others within the workplace, including building levels of resilience and instigating interventions as appropriate; * Ensure principles of equality and diversity are embraced and underpin all work for employees and service users.   **Key Result Area – Job Specific**   * To provide strategic management to a range of cultural services including; 39 Libraries; 4 Museums, 2 Theatres, 2 Heritage Buildings, Festivals & Events, visual arts and development services across County Durham. * To provide artist and curatorial direction to the Council’s programmes across a range of art forms including, theatre, music, visual arts, literature, film, collections, libraries and exhibitions. * To shape cultural service provision in order to meet both community needs and DCC objectives in relation to an altogether better council and in line with MTFP efficiencies * To ensure efficient and effective commissioning/contracting arrangements for appropriate cultural services including prison libraries, all event and performance contracts. * To take a strategic leadership role within the County Durham Cultural Partnership supporting and advising the Chair together with other local, regional and national partnerships which support and enhance the cultural sector both within and outside County Durham to include, but not exclusive to; non-profit making organisations, private sector contractors and commissioned organisations. * To act as the Council’s main contact with DCMS, Arts Council England, Heritage Lottery Fund and other funding bodies to ensure the Council is well placed within the national landscape and to develop, manage and implement associated funding arrangements including, but not exclusive to, National Portfolio Organisation funding and capital HLF projects. * To act as the Council’s lead officer both Strategically and within the operational command structures for a range of high profile events including, but not exclusive to, Lumiere, BRASS, Bishop Auckland Food Festival and Durham Road Run. * To work closely with the relevant Safety Advisory Group in developing and delivering events and an events programme as part of the scope of Culture and Sport Services activity. * To take overall responsibility for the management, safety and development of a large workforce with over 200 F.T.E.’s      * To take overall responsibility for a number of cost centres with a gross revenue expenditure circa £4million and sales income in excess £2million      * To take overall responsibility for culture management systems and the data held within them * Ensure appropriate, fit for purpose cultural programmes, facilities and sites are provided which are readily accessible and affordable to the local community. * To agree with the Head of Service a suite of key performance indicators and develop performance management/operational systems to achieve them. * To lead, develop and support facility managers, together with a range of regionally and centrally based staff to ensure they establish operational management and accountability at all levels. * To project manage the development of Cultural assets as they relate to appropriate strategies for investment * To ensure the service is transformed in line with corporate agendas and the transformation of other service areas. * To lead the Culture & Sport Service as a member of the Culture & Sport Management team, contributing to the wider objectives of the service across all service areas and leading an Extended Management Team.   The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility of the post, as directed by the Head of Service. | | | |

Section 2

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|  | **Corporate (essential)** | **Service (desirable)** | **Method of Assessment** |
| **Qualification** | * Relevant professional qualification at degree level or equivalent * Membership of a relevant professional institute | * Master’s degree in a culture related field * Management qualification * Evidence of continuing professional development particularly in within the cultural field. | * Application form * Selection process * Pre-employment checks |
| **Experience** | * Experience of successful strategic management and the formulation and delivery of strategic objectives, plans and policies; * Proven ability to manage a significant budget and meet financial efficiencies; * Working with Members and Senior Officers, advising on specialist areas of responsibility; * Strategic level planning and people management, including motivation, engagement, empowerment, performance management and development; * Experience of managing complex projects and matrix management; * Experience of implementing and delivering partnership working with both internal and external partners. | * Strategic management and development of multi-agency partnerships that deliver agreed cultural outcomes      * Experience of successful management at a senior level within the cultural sector across a range of cultural service areas * Proven ability to apply industry legislation and sector specific health and safety requirements across a diverse range of facilities. * Experience of taking operational control of large scale public events. * Experience of managing complex data management systems across services to include Libraries, Leisure Management, Box Office and Museum Collections * Experience of managing and programming large scale cultural services * Experience of operating within a commercial enviroment * Experience of commissioning/contracting for cultural services | * Application form * Selection process * Pre-employment checks |
| **Skills and Knowledge** | * Project management, business transformation and change management skills; * Ability to think analytically, strategically and creatively and to influence and manage change across management and professional boundaries; * Understand and promote the application of digital technology to support and enhance service delivery; * The ability to identify and exploit commercial opportunities for the benefit of the community and the council; * Understand and apply the ‘One Council’ ethos and the values which underpin it; * The ability to delegate effectively; * Understand the strengths, motivations, aspirations and areas for development within the team and use this information to build resilience, manage talent and form positive working relationships built on trust which will empower, challenge and develop the team; * Understand what constitutes good workforce planning and establish effective workforce planning arrangements which support medium to long term service delivery; * Understand and apply the service design principles to ensure the most effective level of service delivery is maintained within the resources available; * Problem solving and budget setting skills; * Understanding of LEAN methodology; * Political and cultural awareness and an understanding of the political context and environment of Local Government; * Strong communication and presentation skills; * Knowledge and understanding of Local Government statutory requirements. | * A thorough knowledge of the cultural sector and its role and purpose in local authority * Knowledge of a wide breadth of cultural disciplines and trends in order to support programming decisions. * Knowledge of both the cultural sector and the ability to apply it within a large service area * Ability to analyse the market from both a commercial and wellbeing perspective and understand the potential opportunities that developing trends might realise for the service * Ability to develop complex business cases/bids which attract both internal and external funding streams * Ability to effectively host events which promote County Durham and the County Council to a regional, national and international audience | * Application form * Selection process * Pre-employment checks |
| **Personal Qualities** | * Professional in approach; * Strategic thinker; * Personal commitment; * Flexible approach to work; * Well organised and self-motivated; * Resilient with strong self-awareness. | * Available to support a seven day a week service * Creative thinker | * Application form * Selection process * Pre-employment checks |