**BRIGHTON & HOVE CITY COUNCIL JIN 3962**

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| **Job Title:** | Arts Development Manager |
| **Reports to:** | Assistant Director Culture, Tourism and Sport |
| **Directorate:** | Economy, Environment and Culture |
| **Division:** | Culture, Tourism and Sport |

**Job Purpose**

The post-holder will take a lead on the city council’s work in the arts and culture. In particular, the postholder will ensure arts activity is inclusive and of high quality, making a strong contribution to the city council’s policy priorities.

The post-holder be an active advocate for the culture in the city council, working closely with colleagues across directorates. A key function for the role is support for artists and arts organisations, private, public and third sector organisations and communities. Placemaking is at the heart of the city’s policy priorities, with creativity and culture being a distinctive feature of Brighton and Hove.

The post-holder will manage a small team, initiate and manage projects and funding programmes as required to support the city’s cultural partnerships, arts strategies, and relevant developments in the visitor economy.

**Principal Accountabilities**

1. Lead for the city council on delivering elements of city-wide cultural plans and strategies in the cultural and creative sectors.
2. Contribute to the development and delivery of relevant strategies and projects with a range of internal and external stakeholders, leading as required.
3. Develop and manage resources to support culture in the city, including sharing information across the sector and encouraging greater collaboration.
4. Work closely with colleagues in the directorate as part of a team to maximise the contribution of the Council’s corporate assets to the agreed priorities.

Policy Analysis and Development

1. To hold an up-to-date and detailed understanding of all aspects of national, regional and local policy and legislation relating to culture and the creative industries. This will include areas of the importance such as culture in economic development, arts & health, community arts and public art.
2. To lead responses from the Council to relevant consultation exercises, and to contribute to the development of policies with implications for the arts as required.

Programme/Project Management

1. To co-ordinate funding bids relating to the arts on behalf of the Council, consortia led by the Council or partnerships involving the Council, including advice on planning and framing content.
2. To initiate and in some cases directly oversee a portfolio of projects at an operational level.
3. To develop appropriate briefs, appoint/commission and manage arts practitioners and consultants to undertake initiatives, activities and events.

Partnership Working

1. To support the creation and delivery of the city’s cultural strategy, ensuring partnership structures and governance arrangements remain fit for purpose.
2. To support effective partnership arrangements for delivery of the city’s cultural strategy, contributing specialist advice and information, managing communications and co-ordinating with other relevant city, regional and national bodies as required.
3. To initiate, compile and circulate relevant reports for partnerships where the city council in an active partner.
4. To develop effective networks and productive working relationships across multiple partnerships and with wider stakeholders, for example in the visitor economy or with colleagues in the planning service.

Business Management

1. To ensure all resources within the service are managed and utilised as efficiently as possible.
2. To collect, record and produce timely and accurate reports of information relating to the service, including monitoring and evaluating the impact of Council investment in arts activities.

Communication

1. To consult with internal and external stakeholders in line with corporate standards, ensuring the Council meets its statutory duties.
2. To respond in a timely manner to internal and customers, carrying out duties and responsibilities in accordance with the council’s commitment to customer service excellence and ensure compliance with the customer care standards.

General Accountabilities

1. To ensure all operations in their areas of responsibility are conducted according to the provisions of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 and all relevant legislation and Council policy. In particular: as set out in Section 4 of the Council’s Health and Safety Policy, and within their area of responsibility:
2. To maintain awareness of current Health & Safety legislation and ensure that all employees understand and comply with Health and Safety Policy; that they are informed, trained and supervised to safeguard their own and others welfare and safety
3. To carry out risk assessments and ensure implementation of and adherence to safe systems of working practice
4. To report and investigate accidents or incidents promptly, implementing recommended action for improvements to safe working practice
5. To ensure that safe premises, equipment and working environments are maintained
6. To develop practices within the service that uphold and develop the principles of the City Council’s Inclusive Council Policy in relation to staff and to service provision and support the delivery of the Council’s statutory obligations in relation to the Equaity Act.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes.

**BRIGHTON & HOVE CITY COUNCIL**

**PERSON SPECIFICATION**

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| **Job Title:** | Arts Development Manager |
| **Reports to:** | Assistant Director – Culture, Tourism and Sport |
| **Directorate:** | Economy Environment & Culture |
| **Division/Section:** | Culture, Tourism and Sport |

**Essential Criteria**

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| **Job Related Education, Qualifications and Knowledge** | 1. Degree or comparable qualification/experience in a relevant discipline. 2. Knowledge of arts development or cultural policy and practice at local, regional or national level. 3. Understanding of political and legal background to UK local government services. |
| **Experience** | 1. Providing specialist advice and information to a range of partners, service users and stakeholders. 2. Administration of all aspects of grant funding schemes for the third sector including development of criteria and priorities, assessment of applications, management of grants processes, monitoring of grant funded activity. 3. Extensive partnership working, spanning organisational hierarchies, structures and boundaries. 4. Working in a complex public policy environment on politically sensitive issues and initiatives. 5. Research and analysis and providing briefings, committee reports and advice to senior officers and elected members. 6. Policy development in a government context and by working with and through formal and informal partnership arrangements. 7. Effective implementation of large, complex and politically sensitive projects and programmes, preferably within a public sector and/or economic development context and including administering/chairing multi-sector groups. 8. Experience of managing staff either through direct line management or through matrix arrangements. This should include consultants and contractors. |
| **Skills and Abilities** | 1. Exemplary verbal and written communication skills, including the capacity to summarise complex information to a range of audiences. 2. Capacity to develop and sustain productive relationships with a range of internal and external partners and stakeholders (including with Members, senior officers and government officials). 3. Strategic and lateral thinking to reach innovative solutions, then advising, challenging, influencing and negotiating at a senior level to influence long-term courses of action. 4. Excellent IT skills including Microsoft Office and able to assimilate record and analyse information from a wide range of sources 5. Ability to work in a dynamic and changing environment where outcomes may be uncertain and/ or fluid 6. Sound organisational skills, able to work at pace to manage a high-profile and heavy workload to complete tasks/activities to time and to a high quality. 7. Sound administrative skills, including agenda setting, minute taking and drafting papers and reports. |
| **Equalities** | 1. Demonstrable commitment to the principles of equalities and able to carry out duties in accordance with Council’s Inclusive Council Policy. |
| **Other Requirements** | 1. Willingness to attend meetings located across the City Region and beyond and outside of standard working hours. |