

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>ASSISTANT DIRECTOR LEARNING AND CULTURAL ENGAGEMENT</b>
<b>DEPARTMENT:</b>	<b>COMMUNITY &amp; WELL BEING</b>
<b>RESPONSIBLE TO:</b>	<b>Strategic Director, Community &amp; Well Being</b>
<b>RESPONSIBLE FOR:</b>	<p>A member of the Directorate Senior Management Team, this post is responsible for:</p> <ul style="list-style-type: none"><li>• Lifelong Learning</li><li>• Library Services</li><li>• Cultural services</li><li>• West Wing Theatre &amp; Creative Arts</li><li>• Sports Development</li><li>• 2012 Olympiad</li><li>• Parks Development</li><li>• Leisure Services Commissioning</li><li>• Directorate lead for skills advancement and economic development.</li><li>• Directorate lead for Slough regeneration 'Learning Curve' development.</li></ul>

### **MAIN PURPOSE OF JOB:**

- ◆ To provide leadership, direction and senior management for services within the Division, ensuring the necessary contribution to directorate and council plans and objectives.
- ◆ To undertake a lead role in developing innovative strategies for the directorate and Council, to achieve the Council's priority objectives and to promote skills advancement, economic development, and the health and wellbeing of diverse communities.
- ◆ To take a lead role in the strategic planning and project implementation of the 'Learning Curve' development, 2012 Olympiad, and other key strategic developments.
- ◆ To lead on the redesign of adult education, library, and cultural services and ensure effective commissioning of leisure services, through the maximisation of assets, income generation opportunities and contract management arrangements.
- ◆ To champion excellence within the Division, improving outcomes, quality and performance of learning, skills and cultural services, through

continued performance improvement plans, service review and external inspections.

- ◆ To work collaboratively and effectively across the Council, with elected members, with customers, communities, and partners, to deliver key Council priorities, and to achieve best outcomes and VFM services.

## **MAIN RESPONSIBILITIES:**

### **Corporate**

1. To work with Directors, Assistant Directors, Heads of Service and Elected Members to develop and implement council wide initiatives, that increase community cohesion, inclusion, economic development and the health and well being of local communities, and ensure services are integrated at the point of delivery.
2. To contribute to a 'One Council' approach through effective corporate working and a shared commitment to delivering the Council priorities, as set out in the Sustainable Community Strategy, Local Area Agreement, and other plans.
3. To work with a range of regional and local partners including government and statutory agencies, and community and voluntary sector services, to improve service delivery and promote creative and innovative ways of tackling local problems, including the 'skills gap' and health inequalities.
4. To support organisational change, ensuring appropriate systems of performance management and development, communications, quality measures, monitoring and review are in place.
5. To lead and work as part of multi-disciplinary project teams, to enable the breaking down of departmental barriers and develop the aim of both internal and external partnership working.
6. To be a member of the Directorate Community & Well Being Senior Management Team (SMT), contributing to the development and implementation of policies and strategies that will optimise service delivery by the Council to its clients.
7. To ensure services are developed which meet the needs of the ethnically diverse community and are accessible to all users.
8. To promote a positive image of Slough and represent the Council at local and national level, attending and presenting at conferences, seminars and working parties, as may be required.

9. To comply with the Council's Standing Orders, Financial Regulations and Code of Conduct and to advise the Chief Executive, Head of Finance, Directors, Assistant Directors and Members as necessary.
10. To promote and adopt a rigorous approach to continuous improvement, including carrying out the necessary work as specified in the Council's Corporate Plan.
11. To ensure full compliance with the Health & Safety at Work Act 1974, the Council's Health & Safety Policy and all locally agreed safe methods of work. To hold lead responsibility for co-ordinating the health and safety responsibilities of the Directorate.
12. To promote the Council's equal opportunity policies and to avoid all forms of discrimination as an employer and service provider.
13. To promote corporate working, undertake corporate projects as required, and undertake any other duties that are consistent with the Council's expectations of a senior manager.

## **Service**

1. To deliver effective and efficient management of the Learning, Skills and Cultural Engagement Division and achieve high quality, best value services.
2. To provide high quality and timely advice to the council advising the Cabinet, Scrutiny Committee and Panels, Members, the Chief Executive, the Director and other colleague officers on all areas and aspects within Learning, Skills and Cultural Engagement .
3. To lead the division in contributing to the Council skills advancement and economic development programmes, promoting inclusiveness in education and learning for all communities and developing opportunities for learning for people with disabilities and illness.
4. To develop, implement and monitor a co-ordinated service strategy for the division, which promotes skills advancement, economic development and health and well-being, and ensures that the service and business plans for the component parts of the division are joined up and are supportive of the council's values, priorities and objectives.
5. To lead on the Creative Arts strategy in order to develop a range of creative learning resources for the town and as a major pre-requisite to populating the Creative Hub and Learning Curve being part of the Heart of Slough project.
6. To take a lead role in the Heart of Slough 'learning Curve' project team, to lead subgroups for Library and Lifelong Learning services and

ensure that targets and deadlines for various projects are achieved. To lead major projects as necessary.

7. To work collaboratively with senior managers of other front 'service' directorates to deliver key strategic objectives. For example, the Play Strategy, the Open Spaces Strategy, the Obesity Reduction Strategy.
8. To take a lead role in the strategic preparations for the 2021 Olympiad, leading and chairing project teams as required and ensuring targets and deadlines for various projects are achieved.
9. To take a lead role in reviewing the Council's leisure services strategy, and ensure that there are effective systems for procurement and contract management of these services.
10. To plan and keep under review allocated budgets in line with the priorities agreed by the Council, to monitor and control budgets and ensure clear accountability; to explore and develop initiatives for external funding.
11. To deliver cost effective, high quality responsive services within the resources made available by the Council and to develop partnership agreements to deliver integrated service provision across the council and with a range of external agencies and partners.
12. To develop and maintain effective systems of performance management to oversee the management and achievements of Lifelong Learning, Libraries, and Cultural and Sport Services.
13. To ensure that service, statutory and other required plans and reports are prepared effectively, properly consulted upon, contain clear actions and objectives with defined timescales and are effectively monitored.
14. To co-ordinate the arrangements for lobbying, networking and submitting bids for funding to increase resources; to undertake a leading role in working across the Council and with partner agencies to maximise opportunities presented by funding bodies.
15. To ensure that effective processes exist for property and asset management for the division and to oversee capital funding and major projects as required.
16. To lead the division, ensuring the achievement of IIP status and that the Council's HR policies are in place to motivate, train and appraise employees to organise their skills, contributions and outputs.

**Person Specification**  
**Assistant Director – Learning and Cultural Engagement**

	<b>Description</b>	<b>Essential/ Desirable</b>
<b>Experience</b>	Extensive, varied and successful experience as a senior manager in: (a) One of the services covered by the post (b) More than one	Essential Desirable
	Track record of innovation and achievement in the strategic planning of and the delivery of cultural services as well as partnership development. Clear understanding of national policy initiatives and how to apply these to meet local need	Essential
	Experience of effective financial and resource management at senior level, and proven track record of performance improvement. Has clear understanding of the national performance and regulatory framework for service area.	Essential
	Success in building leading varied teams and acting in partnership with others to achieve goals.	Essential
	Successful partnership working within a multi- agency framework.	Essential
	Record of successfully developing and implementing plans and policies in cultural services and voluntary sector partnerships and in preparing statutory plans.	Essential
	Record of achievement in promoting service improvement and in voluntary sector partnership.	Essential
	Developing responsive and continuing improvements in cultural services to diverse communities.	Desirable
<b>Knowledge</b>	Major challenges and opportunities facing local government and the agenda for Cultural Services, Learning and Skills	Essential
	Aims and Objectives of the statutory framework within which learning, skills and cultural services operates.	Essential
	A clear understanding of performance management, budget management, procurement and property asset management.	Essential

	Description	Essential/ Desirable
<b>Key Competencies</b>	A well developed strategic perspective, creatively applied in response to a range of national, regional, statutory, voluntary sector and community partnerships, and services issues.	Essential
	Lateral thinking used to develop creative solutions to learning, skills and cultural engagement policy and management issues creating ownership of these amongst key audiences.	Essential
	Ability to join up a range of services and to promote cultural services, and community engagement in skills advancement and learning.	Essential
	Has the personal credibility to work appropriately with politicians, key stakeholders, government representatives and colleagues.	Essential
	Draw logical conclusions from analysis and interpretation of complex textual, financial and numerical information	Essential
	Effective leadership skills together with the ability to motivate and develop staff and foster a positive organisational culture.	Essential
	Communicates clearly, simply and effectively. Strategic thinker. Can influence a wide range of audiences	Essential
	Effective problem & solution management skills. Strong project management abilities.	Essential
	Effective service/business planning skills.	Essential
	High level of influencing/negotiating skills.	Essential
	Resilience and drive to meet the demands and pressures of the post including the ability to cope effectively at times of crisis.	Essential
	Committed to social inclusion, equality of opportunity and service delivery.	Essential
	Applies ICT solutions to improve service delivery.	Essential
<b>Qualifications</b>	Degree level of equivalent qualification.	Essential
	Evidence of continuous professional development.	Essential
	A relevant professional qualification	Desirable

