

SLOUGH BOROUGH COUNCIL

JOB DESCRIPTION

JOB TITLE: Head of Culture and Sports Delivery

DIRECTORATE: Community & Wellbeing (CWB)

RESPONSIBLE TO: Assistant Director Learning and Cultural Engagement

RESPONSIBLE FOR:

- Active Slough team (play, 2012, sports, leisure client)
- Creative Academy (inc arts facility management)
- Community Arts team (arts development and strategies for arts)

JOB PURPOSE:

- To manage and co-ordinate the delivery of the services listed above ensuring that these provide measurable value and enhance service delivery across the council through promoting and developing necessary links to help maximise efficiency and effectiveness.
- To co-ordinate the preparations of strategies prepared within cultural services and ensure that these demonstrate the required internal linkages and relate meaningfully to relevant strategies and plans prepared externally across different sectors.
- To manage the allocation of budgets across designated service areas and specific projects and lead on seeking external funding to maximise the opportunities for cultural delivery.

MAIN RESPONSIBILITIES:

Corporate

1. To work with Directors, Assistant Directors, Heads of Service and Members to ensure services are integrated at the point of delivery.
2. To support organisational change, ensuring appropriate systems of performance management and development, communications, quality measures, monitoring and review are in place.
3. To work as part of multi-disciplinary project teams to enable the breaking down of departmental barriers and engender the concept of both internal and external partnership working.

4. To be a member of the Learning and Cultural Engagement Management Team, contributing to the development and implementation of policies and strategies that will optimise service delivery by the Council to its clients.
5. To work with a range of partners and the voluntary sector on improving service delivery and promote creative and innovative ways of tackling local problems. Ensure services are developed which meet the needs of diverse community and are accessible to all users.
6. 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.
7. 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.
8. To promote and adopt a rigorous approach to the established principles of Best Value, including carrying out the necessary work as specified in the Council's Corporate Plan.
9. To ensure full compliance with the Health and Safety at Work etc Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work. To have lead responsibilities for co-ordinating the health and safety responsibilities across the service areas defined above.
10. To promote the Council's equal opportunity policies as an employer and service provider.
11. 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 lead on the preparation of cultural strategies and other strategic planning requirements across Learning and Cultural Engagement.
2. To deliver effective and efficient management of the Active Slough, Creative Academy and Community Arts teams maximising the value achieved in the delivery of services. Lead in reshaping service delivery, business case development and business planning.
3. To provide strategic leadership as senior client officer for the Council's leisure contract.
4. 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 aspects of the management of the service areas listed above.

5. To act as the Directorate's lead adviser on sports development, parks development, including allotments management, arts development and the creative industries. To ensure that financial considerations are embedded into decision-making and to achieve effective financial management across the group having regard to the Council's Mission, Key Policy Priorities and Directorate Service Plans. To submit funding applications ensuring criteria and monitoring requirements are met.
6. To construct and monitor the revenue and capital budgets. To provide support to budget managers as necessary so that the group can manage its financial affairs effectively, efficiently and properly in accordance with council financial regulations. To instigate corrective action as necessary,
7. To develop and implement strategic and service/team plans for sports development, leisure services, arts development and the creative industries. To monitor performance to ensure high standards of customer care and continuous improvement.
8. To oversee the management of major contracts, partnerships and resources ensuring compliance with the Council's policies, financial regulations and standing orders.
9. To liaise at a strategic level with national and regional organisations relevant to the service areas outlined and other appropriate organisations.

Person Specification
Head of Creative Delivery

Essential	Desirable	KEY COMPETENCIES & BEHAVIOUR	KEY COMPETENCIES & BEHAVIOUR	Essential	Desirable
✓		1. A well developed strategic perspective, creatively applied in response to a wide range of issues.	7. Communicates clearly, simply and effectively to a wide range of audiences.	✓	
✓		2. Lateral thinking used to develop creative solutions to policy and management issues and creating ownership of these amongst key audiences.	8. Manages change and conflicting and competing priorities effectively.	✓	
✓		3. Understand service principles and issues and can plan for effective implementation.	9. Resilience and drive to meet the demands and pressures of the post including the ability to cope effectively at times of crisis.	✓	
✓		4. Has the personal credibility to work appropriately and effectively with politicians, key stakeholders in culture and government representatives.	10. Confident in leading multi disciplinary teams.		✓
✓		5. Develops partnerships and has good negotiations skills.	11. Committed to social inclusion and to equality of opportunity in employment and service delivery.	✓	
✓		6. Effective leadership with the ability to motivate and develop staff and foster a positive organisational culture.	12. Applies ICT solutions to improve service delivery.	✓	

Essential	Desirable	KNOWLEDGE & QUALIFICATIONS	EXPERIENCE	Essential	Desirable
✓		13. Major challenges and opportunities facing local government.	18. Extensive and varied experience as a senior manager.	✓	
✓		14. Aims and objectives of the statutory framework within which services operate.	19. Track record of innovation in determining and realising objectives.	✓	
✓		15. A clear understanding of budget and performance management.	20. Success in building and leading teams.	✓	
✓		16. Degree level.	21. Record of successfully developing and implementing strategies.	✓	
✓		17. Evidence of continuous professional development.	22. Record of achievement in promoting service improvement particularly in customer care.		✓
			23. Developing responsive and continuing improvements in services to diverse communities.		✓