

## **Job Description**

Job Title: **Cultural Development Manager**

Grade: PO7

Department: Sustainable Growth and Opportunity

Division: Business, Culture and Investment (BCI)

Reporting to: Head of Culture and Creative Economy PO9

### **Main Purpose of the role**

The Cultural Development Manager plays a key role in Lambeth's Culture and Creative Economy team, leading and maintaining a dynamic range of programmes.

- Maintaining and strengthening the resilience of Lambeth's cultural infrastructure and capacity building
- Enabling art in the public realm and cultural programming across the borough
- Leading cultural strategy and research

The team is currently leading the council's involvement in several **cultural infrastructure projects**, including extension projects to some important cultural organisations including The Old Vic (involving a £3.75m loan) and capital improvement works to the Black Cultural Archives. The team's role goes beyond co-financing projects and the Cultural Development Manager will be involved in supporting fundraising activities, liaison with planning and other council services, and the creation and monitoring of social value focussed agreements. The team is increasingly involved in supporting developers with the creation of cultural strategies relating to major new development schemes in the borough.

**Developing the capacity of the council's cultural sector**, particularly with smaller, community focussed charities and social enterprises that require support. For example, the Cultural Development Manager will collaborate with colleagues to support Future Connected, an annual leadership programme funded by the BCI team to build capacity for smaller organisations in the borough. Further organisations will continue to benefit from mentoring and fundraising expertise provided by the team and the Cultural Development Manager will work closely with a pool of freelancers, enabling access to funding sources from the GLA, Arts Council England, to Trusts and Foundations and corporate sponsors.

**Enabling art in the public realm and cultural programming across the borough,** the Cultural Development Manager will be closely involved in the council's work in relation to public art connected to new development in the borough, and will also play an enabling role for other organisations wanting to advance public art projects. This can involve several arts projects at once across the borough, which encompasses town centres, Streatham, West Norwood, Clapham North, Brixton, Vauxhall and Waterloo. The team is also responsible for the council's joint investment with Vauxhall One BID in the Vauxhall Cultural programme. There is potential to replicate the work with Vauxhall One with other BIDs in the borough.

Involvement in significant cultural programming activity including annual celebrations such as Windrush Day and occasional time-bound large scale cultural programmes, will require the Cultural Development Manager to play a coordinating role with other service areas, including the Events and Licensing teams.

Further cultural development projects include the Town Hall Art Programme which links to other programmes and venues across the borough and to the Lambeth Archives. This programme ensures that the art foregrounded at the Town Hall represents the borough's population, its contemporary experience and its histories in a relevant way.

**Leading cultural strategy and research,** the Cultural Development Manager will contribute significantly to the team's capability in research and strategy development. Most recently, the team has published Engine of Recovery, Culture on the South Bank & Waterloo. The Cultural Development Manager's work in this area will continue to provide a strategic framework for cultural activity within and without the council.

### **Main responsibilities**

With guidance from the Head of Culture and Creative Economy, and working in close collaboration with other colleagues, the post holder will secure buy-in from local, regional and national stakeholders and attract additional external investment to the team's programmes.

The post holder will be required to think and act strategically in problem solving and decision making in a complex political and commercial environment. The role will involve designing and developing creative and innovative solutions which will enhance the quality and efficiency of services and reputation of the council.

The post holder will have senior level experience in the creative and cultural industries and / or in public sector management.

### **Project and programmes delivery**

- Lead the development and delivery of integrated programmes, co-produced with

partners and stakeholders, making use of latest thinking and good practice, leading to successful outcomes for target groups.

- Identify, secure, and manage the resources necessary to meet or exceed cultural programme objectives.
- Lead on the procurement of consultants and commissioning and management of delivery partners.
- Ensure good practice in project and programme management, identify & mitigate risks, and work in line with the Council's Constitution and governance standards.
- Contribute knowledge, ideas, creativity and expertise to the design and delivery of cultural programmes. Furthermore, to direct technical and specialist resources, such as consultants and Council staff to support the delivery of programmes.
- Mobilise and manage cultural partnerships to deliver a high impact and meaningful creative interventions that engage priority groups under-represented in the creative workforce.
- Ensure ongoing evaluation, collation of data and qualitative evidence informs continuous improvement of cultural programmes and the sharing of lessons and good practice beyond Lambeth.
- Ensure that documentation, budget monitoring and project planning information is prepared in a timely and accurate manner, that the budget is managed and contained and that summary reports are produced at the appropriate time.

### **Stakeholder Engagement and Partnership Working**

- Build positive and cohesive relationships working with a range of organisations, individuals, networks and partnerships in the borough, (and cross borough), to promote, facilitate, develop actions in support of Creative Ways To Grow – the Council's Strategy for Creative and Digital Industry Growth.
- Reach out to relevant organisations and individuals, to engage, to bring fresh perspectives, research, learning into the programmes.
- Work collaboratively with elected members, partners, providers and citizens to understand their requirements and expectations, and involve them in design and delivery of programmes.
- Actively engage with residents, businesses, schools and communities to address local issues and achieve outcomes in the Borough Plan (or equivalent).
- Ensure inclusive communications, consultation and engagement, respond to stakeholder issues (including press enquiries and Members' enquiries), and ensure stakeholders' expectations are managed.

- Ensure senior officers and Members get the necessary advice, support and information to enable them to fulfil their roles as decision makers and/or community leaders, with regards to the design and delivery of the programmes. This will include the preparation of reports, along with the production of cabinet reports.

### **General Responsibilities**

- Duties expected to be undertaken by all Council employees:
- Carry out the duties of the post in accordance with the Data Protection Act, the Computer Misuse Act, the Health and Safety at Work Act, and other relevant legislation, as well as Council policies, procedures, standing orders and financial regulations.
- Carry out the duties of the post with due regard to the Council's Equal Opportunities Policy.
- Take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relationships.
- Actively promote and uphold the Council's code of conduct, FRESH values, priorities and service standards.
- Undertake other duties appropriate to the grade as directed by management.

### **Staff Management responsibilities**

- The Cultural and Creative Economy Manager will line manage, supervise and appraise the Senior Culture Development Officer, providing support, guidance and training. They will make decisions on the recruitment and allocation of staff resources.

### **Budgetary responsibilities**

- The Cultural Development Manager is responsible for managing the delivery of assigned programmes, including the preparation and maintenance of appropriate records to support effective financial controls, but has no responsibility for the authorisation of financial transactions.
- The post holder will be responsible for identifying and monitoring awarded grants including monthly monitoring and claims in accordance with the Council's financial procedures.

### **Other**

- The post holder should be prepared to work outside of normal hours, including attending evening meetings, and occasional weekend working.
- The post holder's decision-making authority is determined by Council policy

and procedures.

## PERSON SPECIFICATION

### Cultural Development Manager PO7

<p>It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A).</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with a "Tick" (✓) on the person specification when you complete the application form.</p>			<b>Shortlisting Criteria</b>
<b>Qualification</b>	Q1	Relevant degree or professional qualification, membership of relevant professional organisation or relevant experience.	A✓
<b>Key Knowledge</b>	K1	Knowledge of local authority functions, structures and processes and the role of local government.	
	K2	Detailed knowledge of the creative and cultural economy; the issues affecting cultural participation and how to design cultural programmes that deliver social impact	A✓
	K3	Knowledge of the key issues affecting London's creative industries with particular regard to the labour market and barriers to education and career pathways.	
	K4	Knowledge of public sector and charitable funding regimes and the funding environment for cultural projects.	A✓
<b>Relevant Experience</b>	E1	The development and management of cultural programmes with multiple stakeholders	A✓
	E2	Successful track record in fundraising to support the delivery of cultural initiatives	
	E3	Demonstrable partnership working skills, including practical experience of working with large scale and grassroots creative and cultural organisations; local voluntary	A✓

		and community sector groups; grant fund making organisations; and public sector providers.	
	E4	Financial management, including budget preparation, resource planning and monitoring of income and expenditure	A✓
	E5	Experience of facilitating small and larger scale meetings, focus groups, and engaging events with diverse participants.	
	E6	Building support and maintaining a high level of commitment from stakeholders through communications and effective influencing skills.	A✓

### Key behaviours (People Managers)

Title	Behaviour	Shortlisting Criteria
<b>Focuses on People</b>	This is about considering the people who our work affects, internally and externally. It's about treating people fairly and improving the lives of those we impact. Put people at the heart of our work, after all that's our business. It's about making our processes fit people.	
<b>Takes Ownership</b>	This is about being proactive and owning our personal objectives. It's about seizing opportunities, driving excellence, engaging with the council's objectives, and furthering our professional development.	A
<b>Works Collaboratively</b>	This is about helping each other, developing relationships, and understanding other people's roles. It's about working together with colleagues, partners, and customers to earn their respect, and get the best results.	
<b>Communicates Effectively</b>	This is about how we talk, write and engage with others. It's about using simple, clear, and open language to establish positive relationships with others. It's also about how you listen and make yourself open to conversation.	
<b>Focuses on Results</b>	This is about ambition and achievement. It's about making sure we are working towards the end product and considering the effect of our service. It's about making the right impact, having the right result and changing things for the better.	A