

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Environment and Economy

Job Ref Number: 04181

Service Area: Culture

Grade: G6 (click [here](#) for value)

Job Title: Culture Officer

PURPOSE OF JOB:

Contribute to the delivery of services for area of responsibility. Assist, as appropriate, with:

- Providing an integrated approach to project and performance management, quality standards and service delivery
- Embedding new ways of thinking and working
- Developing and maintaining strong, positive working relationships with commissioners, their teams/partners and across service areas as appropriate

As part of the Culture Service Team, the post holder will support in the development and delivery of major projects/tasks, including for example future service delivery models, capital build projects, and systems procurement for the Cultural Services and the Environment and Economy Director Area.

Continuously look for synergies and efficiency savings across area of responsibility.

TEAM STRUCTURE:

Culture Service
Manager

Culture Officer

MAIN DUTIES:

1	Support in the development and delivery of major projects, including for example future service delivery models, capital build projects, and systems procurement for the Cultural Service, and the Environment and Economy Director Area.
2	Assess, monitor and review best practice locally, regionally and nationally for potential use in the Cultural Service.
3	Work closely with partner organisations and the Corporate Services in the development of business cases for service development projects.
4	Maintain, monitor and collate performance management data for the Cultural Service (compliant with national guidance) and liaise with senior corporate staff.

5	Assist in the development of Service Business Plans.
6	Resource planning of own roles to assist in the delivery and implementation of new projects/initiatives.
7	Providing day to day leadership as appropriate to deliver the agreed priorities within commissioning and cultural strategies, working collaboratively with providers (including statutory and non-statutory partners).
8	Provide expert advice and guidance as appropriate for own area of expertise.
9	Deliver a personal portfolio of projects and/or specific work.
10	Coach/mentor teams/colleagues as appropriate to embed new ways of thinking and working.
11	Ensure effective performance review arrangements are in place to manage service delivery/contracts.
12	Monitor service delivery against expected outcomes and proactively manage performance
13	Demonstration of the Council's Core Abilities (at the relevant level) <ul style="list-style-type: none"> • Personal Leadership • Being Future Focused • Political and Commercial Astuteness • Supporting a High Performing and Flexible Workforce • Drive for Results
14	Support the delivery of relevant Cultural Service outreach programmes, providing advice and guidance as required

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
The post holder is required to have a minimum of 2 years relevant experience of working within a Cultural Services environment	A/I	X	
Knowledge and experience of project management	A/I	X	
In-depth knowledge and experience of IT systems including Microsoft products	A/I		X
Ability to understand user technical requirement and solutions and implications or the prime functional areas of the Cultural Service	A/I	X	
Ability to think logically, analytically and laterally in order to develop solutions	A/I	X	
Ability to communicate and work in a flexible way with officers	A/I	X	
High level IT Systems and project management skills with significant	A/I		X

experience of IT systems and data associated with the Cultural Service			
Experience of working with IT systems, business process and data management	A/I	X	
Health and Safety requirements for office locations	A/I		X
Knowledge and experience of database management, and report writing.	A/I		X

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the [Lincolnshire County Council Core Values and Behaviours](#) and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.