

### JOB DESCRIPTION & PERSON SPECIFICATION

**Director Area:** Children’s Services

**Job Ref Number:** N/A

**Service Area:** Education Support

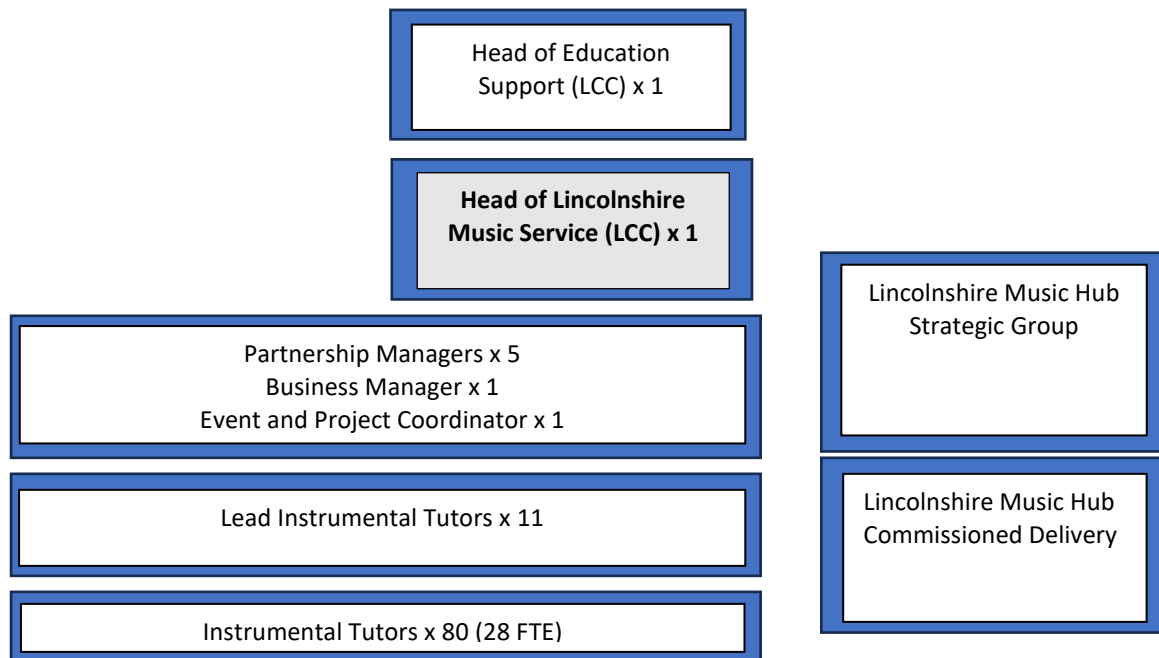
**Grade:** Soulbury 16-20 + 3 Spas

**Job Title:** Head of Lincolnshire Music Service

**PURPOSE OF JOB:**

- To develop and lead a vision for success for Lincolnshire Music Service.
- Provide strategic leadership and staff management for all employed and consultant personnel with Lincolnshire Music Service.
- To lead and be accountable for all strategic and business aspects of Lincolnshire Music Service.
- To provide strategic leadership and partnership development for Lincolnshire Music Hub including all connected individuals and partner organisations.
- Support financial sustainability through working with a range of external funders.
- Report to key stakeholders on the development of Lincolnshire Music Service and Lincolnshire Music Hub.
- Ensure strong advocacy and profile at a local, regional and national level.

**STRUCTURE CHART:**



**MAIN DUTIES:**

1	Provide strategic leadership and direction for the Lincolnshire Music Service and Lincolnshire Music Hub, ensuring clear vision, priorities and long-term sustainability within an agreed policy framework.
2	Develop, implement and review service strategies and delivery plans to ensure the effective and efficient achievement of agreed objectives and outcomes.

3	Promote and embed the mission, values and priorities of Lincolnshire Music Service and Lincolnshire County Council across all areas of activity.
4	Lead organisational development and change in response to emerging national policy, funding requirements, and sector-wide developments in music education.
5	Maintain an up-to-date understanding of national and regional music education policy, funding and best practice, ensuring the service is well positioned to respond to change.
6	Establish and maintain effective relationships with key local, regional and national stakeholders, partners and funders to support the delivery and development of the service.
7	Act as a senior representative and advocate for the Music Service and Music Hub within appropriate professional, sector and partnership forums.
8	Ensure effective governance arrangements are in place for the Lincolnshire Music Hub, including accountability to Lincolnshire County Council and Arts Council England, and compliance with relevant reporting requirements.
9	Identify and pursue opportunities to secure funding, income and commissioned work to support the sustainability and growth of the service, within agreed parameters.
10	Ensure robust financial management arrangements are in place, including budgeting, financial planning, monitoring, value for money and cost-effective use of resources.
11	Be accountable for year-end financial performance, including the management of reserves and the operation of charging and payment arrangements in line with Council policy.
12	Lead and manage employed staff and commissioned partners, ensuring compliance with Lincolnshire County Council HR policies and the effective allocation of staffing resources.
13	Foster a positive, inclusive and high-performing organisational culture by setting clear expectations, supporting professional development, and addressing performance issues appropriately.
14	Ensure the delivery of high-quality music education provision, including music centres, ensembles, events and activities, supported by effective quality assurance, risk management and safeguarding arrangements.
15	Oversee the management of service assets, including the tracking, audit and inventory control of musical instruments and related equipment.

**PERSON SPECIFICATION**

Requirements	Where identified*	Essential	Desirable
<b>1. Skills and Knowledge</b>			
An excellent understanding of the Music Education landscape including the challenges faced by the sector, and the ability to respond, more widely.	Application form	X	
A high level of understanding of the school music curriculum, evolving developments and where opportunities may exist to increase reach and impact	Application form	X	
Excellent personal organisation and time management skills with the ability to work to deadlines	Application Form + Interview	X	
Ability to lead and motivate large complex teams within the service and across the hub.	Application Form + Interview	X	
The ability to work in a changing environment and to embrace new initiatives	Application Form + Interview	X	
Understanding of “good governance” and how this needs to be applied in effective stakeholder management.	Application Form	X	
Excellent IT skills including proficiency in MS Office and e-mail systems	Application Form	X	
The ability and confidence to create and maintain positive professional relationships with a wide range of stakeholders and supporters.	Application Form + Interview	X	
Good written and spoken communication skills with the ability to influence and negotiate effectively.	Application Form + Interview	X	
Ability to recognise problems and to identify creative solutions.	Application Form + Interview	X	
<b>2. Personal Qualities</b>			
A “people focused” leader with strong communication and influencing skills willing and able to challenge line managers, address underperformance and hold others to account.	Application Form + Interview	X	
Innovative and self-motivated with the ability to work on own initiative.	Application Form + Interview	X	
High level of integrity, honesty and professionalism	Application Form + Interview	X	

Deals sensitively with people and resolves conflicts.	Application Form + Interview	X	
<b>3. Experience and Training:</b>			
Outstanding track record in a leadership role in a Music Service, Music Hub, Arts Organisation or in a school	Application Form	X	
Experience of leading and managing a large team	Application Form	X	
Evidence of leading and delivering training, team and board meetings	Application Form	X	
Experience of developing and leading partnerships and working with multiple stakeholders.	Application Form	X	
<b>4. Qualifications and Training</b>			
Qualified Teacher Status (QTS) or equivalent	Application Form		X
Evidence of Continuing Professional Development	Application Form	X	
<b>5. Other</b>			
An awareness, understanding and strong personal commitment to equality of opportunity, diversity and inclusion.	Interview	X	
A willingness to undertake further training and development, as required for the role.	Interview	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.