

London Borough of Tower Hamlets

Job Description

JOB TITLE:	Head of Arts, Parks and Events
GRADE:	Grade P
POST NUMBER:	C030401260
DIRECTORATE:	Communities
SERVICE:	Culture – Arts, Parks and Events
RESPONSIBLE TO :	Director of Culture
RESPONSIBLE FOR:	Arts and Events Manager, Parks Manager, Victoria Parks Manager, Parks Business Development Officer, Buildings Manager (Brady Centre and Kobi Nazrul Centre), Green Team including Arboriculture
	<p>Enhanced DBS is required</p> <p>This post is not politically restricted</p>
JOB SUMMARY:	<p>Lead, manage, review and develop the Arts, Parks, Grounds Maintenance, Events service and Tourism, including formation of strategic plans for the services to meet the needs of the borough's diverse multi-cultural community, contributing to the development of Council strategy and the delivery of Strategic Plan priorities.</p> <p>Work in partnership with a range of public, private and voluntary organisations to demonstrably improve the offer and performance of the Arts, parks and events and tourism in Tower Hamlets</p> <p>Be responsible for staff, resources, property and other assets assigned to the Service including all financial, legal, contractual and other issues</p> <p>Be part of the Culture division Management Team contributing to policy development and representing the directorate on cross-council initiatives, both internally and externally.</p>

ROLE REQUIREMENTS:	
1.	In consultation with officers, Members, local community, statutory, voluntary and private sectors lead and contribute to the development and implementation of strategies and policies in relation to these services and for the development of the Service Plan
2.	Work with National and Regional Bodies on key issues relating to development of the arts, open spaces and cultural industries in Tower Hamlets.
3.	Ensure that all duties and responsibilities are performed in accordance with all Council policies and procedures, including Financial Regulations, Standing Orders, Personnel Policies and Procedures.
4.	Act as the Council's advocate for arts, parks, festivals and events ensuring the service continues to develop in line with community, statutory, corporate and departmental requirements and expectations. Raise the profile of Tower Hamlets arts, parks and events and to improve local perceptions about the quality of the services.
5.	Develop strategies for the provision of ethnic minority arts in the borough. Liaise with the voluntary sector to encourage the development of multi-cultural arts, events and festivals and greater participation in parks.
6.	To effectively plan services and participate in all aspects of the Council's performance management schemes, ensuring that performance standards and targets are set and met within agreed timescales. Manage Service Level Agreements. Ensure that all relevant legislation is met and that monitoring requirements are fulfilled
7.	Develop the capital programme for the service and manage the development and implementation of projects (including parks projects), cross-borough

	<p>initiatives, public art schemes and arts-led regeneration. Encourage co-production with the community and private sector through involvement in projects. Ensure that projects are supported with robust consultation, and direct involvement from relevant community organisations and the public. Ensure that all necessary monitoring and evaluation takes place and that pre-requisite returns are duly made.</p>
8.	<p>Prepare and present reports as necessary for the Mayor / Cabinet, King George's Fields Trustees, Overview & Scrutiny and other Council Committees. Play a full and active role in the work of the Section, attending meetings, events and functions both during normal working hours and at weekends/evenings as required.</p>
CORPORATE RESPONSIBILITIES	
9.	<p>Actively contribute to the council's priorities and outcomes in a way that promotes a 'one organisation' approach.</p>
10.	<p>Develop and maintain positive relationships with colleagues, stakeholders and communities to ensure the council and the directorate strategic priorities are effectively implemented.</p>
11.	<p>Promote equality among all staff and ensure that services are delivered in a non-discriminatory way, that is inclusive of all disadvantaged groups.</p>
12.	<p>Promote sustainability, including encouraging a culture of innovation and accountability amongst all council staff.</p>
13.	<p>Deputise for the Director of Culture when required.</p>
PEOPLE	
14.	<p>Promote and further develop volunteering activities within the service, encouraging the use of Champions within the service. Ensure that volunteering opportunities are promoted and developed within the framework of a Volunteering Plan.</p>

15.	Enhance skill and knowledge levels of APE staff, and volunteers through effective promotion of a Training Plan and liaison with relevant agencies and partners.
16.	Be responsible for the effective management of the Arts, Parks and Events Services, including staff and resources relating to arts, events and festivals, parks and service premises, including the borough's two major parks (Victoria Park and Mile End Park) and the Green team.
17.	Ensure the staff working at remote sites including the Green Team, Parks team are operating within safe working conditions in line with council policy.
FINANCE	
18.	Be accountable for the service budget and ensure budgets and resources are managed in accordance with council policies and priorities, standing orders, and financial regulations and that budgets and resources deliver value for money
19.	Ensure that services and assets are effectively marketed and that income targets are met in line with savings targets and MTFS.
20.	Lead on and manage fundraising, income generation/commercialisation opportunities and attracting investment for arts, parks and cultural activities in Tower Hamlets, (including capital and LIF funding), securing the preparation of applications and liaison with potential sponsors. Ensure that all requirements of funding organisations, are fully complied with.
SERVICE	
21.	Keep abreast with and ensure compliance with changes in legislation, good practice and current professional standards. Prepare and present detailed advice and reports and to make recommendations on a range of functions undertaken by the service in order to enable provision of high quality, cost effective and forward looking services that make best use of technological developments.
22.	Ensure that contracts operating within the service are effectively, managed, monitored and administered.

23.	Responsibility for maintaining the services to a high standard and ensuring the safety of the public and staff through the operation of corporate Health and Safety standards and procedures specific to the operation of the service.
24.	Ensure the Green Team maintain all Green Flags, parks, open spaces, SUDs, trees across the council and HRA land and funding is secured as the service grows, including developing SLA's with HRA and RSL across TH.
PERFORMANCE	
25.	Support organisational change and learning, following and implementing appropriate systems of self-development, communication and engagement, quality measures, monitoring and review in delivering the functions of the role.
26.	This job description is a guide to the level and range of responsibilities you will be expected to undertake. It may be changed from time to time to reflect changing circumstances and demands. As directed, you will undertake additional duties and responsibilities that may arise from time to time commensurate with the grade of the post.

OTHER CONDITIONS:

To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training/development activities including the council's 'My Annual Review' scheme.

To engage and develop all staff in the team to ensure they have clear personal development plans.

Ensure that all duties and responsibilities are discharged in accordance with the council's policies and procedures, Code of Conduct and relevant regulations and legislation.

To comply with the council's equal opportunities and diversity policies ensuring anti-discriminatory practice within the service area.

To undertake additional duties that may arise from time to time commensurate with the grade of the post.

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Requirements	Person Specification for the Post of Head of Arts, Parks and Events	Essential (E) or Desirable (D) (if applicable)	Method of Assessment A= Application I= Interview
Knowledge	<ol style="list-style-type: none"> 1. An understanding of the legal and financial framework governing local government services and in particular in relation to Arts, Parks/Open Spaces and Events 2. Knowledge of legislation and national strategic direction in relation to Arts, Parks/Open Spaces, Events, Grounds Maintenance and Tourism. 3. An understanding of cultural issues in relation to a diverse multi-cultural inner city area 4. An in-depth knowledge of customer care in relation to a diverse multi-cultural community 5. An understanding of local government and in particular in relation to Arts and Culture and events in particular, Parks/Open Spaces, Grounds Maintenance and Tourism. 6. Knowledge of the national strategic direction in relation to Arts and Culture in particular, Parks/Open Spaces, Grounds Maintenance and Tourism. 7. An understanding of cultural issues in relation to a diverse multi-cultural inner city area E 8. An in-depth knowledge of customer care in relation to a diverse multi-cultural community 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>	<p>A/I</p> <p>A</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
Qualifications & Experience	<ol style="list-style-type: none"> 9. Preferably to Degree level, or relevant professional qualification; qualification by experience of 5 years or more; membership of a relevant similar professional body or significant senior management experience within a similar public or private sector organisation (of similar scale and complexity to LBTH). 10. Significant experience of managing, at a senior leadership level, a capital delivery business unit and grounds maintenance/ environmental services (public or private sector). 11. Effective leadership and motivational skills that develop 	<p>E</p> <p>D</p> <p>E</p>	<p>A</p> <p>I</p> <p>I</p>

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	and enthuse others and contribute to the development of an effective Arts, Parks, Ground Maintenance and Events Service		
	12. Proven experience of leading and managing change, including cultural change, resulting in measurable service improvement.	D	A
	13. Extensive experience of managing staff within a performance management framework	E	A
	14. Extensive experience of writing reports which are clear and accessible to a variety of audiences	E	A
	15. Experience of building and maintaining positive working relationships both within the organisation and with external bodies. e.g. providers of professional services, on a partnership basis.	E	A
	16. Experience of financial management, budget monitoring and control	E	A/I
	17. Must have good working knowledge of IT systems, including MS Office, MS Project.	E	A
	18. Good organisational skills and be capable of achieving agreed deadlines and targets, whilst staying motivated and focused	E	I
	19. Clear verbal and written communication skills to write reports for Executive stakeholders	E	I
	20. Ability to bring creative solutions to problems	E	A
	21. Ability to present complex issues clearly and concisely, both orally and in writing, and to develop appropriate promotional material.	E	I
	22. Ability to assist in the development and management of performance standards and indicators, to undertake personal development reviews and ensure effective monitoring of outcomes.	E	A/I
	An understanding of the role and need for service planning and	E	A

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	<p>performance management in the provision of services.</p> <p>23. Health and safety in office and on site personal safety competence.</p> <p>24. To be prepared to attend evening meetings.</p> <p>25. Ability to be flexible and responsive to working times, patterns, locations and methods when necessary to achieve deadlines.</p>	<p>E</p> <p>E</p> <p>E</p>	<p>A</p> <p>A/I</p> <p>A/I</p>
Living the TOWER Values sets out the essential behaviours required of all staff.		They are aligned to the organisation's five TOWER Values	
We work TOGETHER across boundaries and with partners to achieve the best outcomes for Tower Hamlets	Able to establish positive working relationships, and work closely with elected Members, chief officers, external agencies, community groups and individuals.	E	A/I
We are OPEN and transparent	Build and maintain positive working relationships both within the organisation and with external bodies. e.g. providers of professional services, on a partnership basis.	E	A
We are WILLING to challenge, innovate and be accountable	Ability to bring creative solutions to problems.	E	I
We empower each other to be EXCELLENT and go the extra mile	Managing, at a senior leadership level, a capital delivery business unit within an inner city environment (public or private sector).	D	I
We RESPECT all communities, they are the heart of everything we do	<p>Demonstrates commitment to equalities in day to day work and encourages and values the contribution of staff from all backgrounds and communities.</p> <p>Knowledge and awareness of the equal opportunities issues involved</p>	E	A/I

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	when working within a diverse inner London community.	E	A/I
Additional Requirements	To meet exceptional business needs a willingness to work outside of contractual hours in the evenings and weekends with notice, unless there is good reason where this is not possible.	E	A/I