

## Role Profile

<b>Job Title:</b>	<b>Culture Officer</b>
<b>Location:</b>	<b>Colindale / Hybrid</b>
<b>Department:</b>	<b>Strategy &amp; Innovation</b>
<b>Directorate:</b>	<b>Growth</b>
<b>Grade:</b>	<b>I</b>
<b>Salary Range:</b>	<b>£42,771 - £46,968</b>
<b>Reports to:</b>	

**1. Job Purpose:**

- To work with the Arts and Culture Lead and Senior Arts & Culture Officer to implement the Council's cultural objectives through diverse arts and culture projects that reflect and celebrate the identity, creativity and diversity of Barnet's communities.
- To lead on shaping and developing inclusive, accessible, and high-quality cultural outputs and programmes that align with the Culture Strategy priorities and the objectives of other service areas, contributing to the Council's broader social, economic and environmental goals.
- To lead on the delivery of key arts and culture projects, including the administration, coordination, financial and project management, and monitoring and evaluation.
- To build capacity in the local creative sector through the design and delivery of grant giving programmes and mentorship for awardees.
- To work with partner organisations to develop and promote Barnet's culture and creativity.
- To offer specialist support across service areas and Barnet's cultural sector and respond to requests for special arts and culture projects that arise.
- To offer administrative support to specific projects, including management of the Cultural Action Group

The post holder will be flexible, highly motivated and enthusiastic. They will demonstrate a willingness to learn and capability to deliver high quality outputs during times of pressure. They will be open to learning new and often complex subject areas and show initiative in problem solving.

**2. Key accountabilities:**

**Projects and programmes**

## Caring for people, our places and the planet

- Work with the Arts and Culture Lead and Senior Arts and Culture Officer to ensure the development and delivery of key arts and culture projects and programmes to meet the Council's key strategic priorities in relation to arts and culture.
- Lead on planning, coordination and delivery of arts and culture projects including annual participation in the London Festival of Architecture, and individual projects associated with the Cultural Impact Award and other large-scale funded projects
- Build strong working relationships with a broad range of stakeholders, including local artists, grassroots organisations, funders and cultural bodies
- Involve community groups and residents, local cultural organisations and partner organisations, and artists to co-produce relevant and inclusive outputs
- Build capacity in the borough's cultural sector via the design and delivery of grant giving programmes that foster skills development and collaboration and establish systems to evaluate impact
- Contribute to the development of funding bids, reports and partnership proposals
- Provide project and programme reports and relevant analysis for key stakeholders.

### Special projects

- Provide business continuity on special arts and culture projects, ensuring requests are co-ordinated and circulated for review and approval, tracked, and reported to senior managers within the council and partners
- Support reviews of the process and templates for special projects to ensure they remain fit-for-purpose and monitor implementation of any agreed recommendations for improvements.

## 2.2 Project and Programme Management

- Co-ordinate the delivery of arts and culture projects in support of the council's key strategic priorities providing expertise and resource to ensure that projects and programmes are run to time and budget and to a high quality; and deliver key outcomes.
- Provide advice and support to project and programme boards at specific points of the project/programme cycle, from initiation to project management and delivery of benefits.
- Support the design of project scope, business cases, project plans and resources
- Undertake research and analysis, options appraisals, assessments, and evaluations to support outline and full business cases for cultural infrastructure programmes and cultural projects.
- Undertake budget monitoring and forecasting as required

## 2.3 Project Advice and Support

- Provide advice to project leads on project and programme management, such as on business cases, project plans and resources

## Caring for people, our places and the planet

- Support implementation of actions in response to internal audit reviews, including improvements to project management guidelines and templates
- Support a culture that drives continual improvement, efficiency savings and high levels of customer satisfaction.

### 2.4 Communications

- Develop effective working relationships and communication with all stakeholders in relation to arts project and public art programme management, building support and engagement
- Support multi-disciplinary project teams to ensure culture projects are successfully delivered
- Ensure any issues or complaints are dealt with, and resolved, in an effective and timely manner
- Seek to continuously improve the level of service provided by the team, using performance information where appropriate.

### 3. Financial Responsibilities:

The post holder will be expected to generate PO's, log expenditure, process payments working closely with the finance team and Arts and Culture Lead.

### 4. Health and Safety Responsibilities (choose one option):

Option 1- Default Statement

As an employee of the London Borough of Barnet, you are required to:

- Abide by Barnet's health and safety policy and associated arrangements
- Complete mandatory health and safety training
- Follow safe systems of work and use devices/guards provided for safety.
- Wear/use personal protection equipment were issued and instructed to do so, including lone working devices.
- Report any Accident/Incidents/Hazards.
- Take care of your own and other's safety, health and wellbeing

### 5. Promotion of Corporate Values

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work. Our values:

**C**aring / **L**earning to Improve / **I**nclusive / **C**ollaboration

### 6. Flexibility

In order to deliver the service effectively, a degree of flexibility is needed and the post-holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

**7. The Council's Commitment to Equality**

To deliver the council's commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the workplace and in the services the council delivers.

## PERSON SPECIFICATION

<b>Job Title</b>	<b>Culture &amp; Public Art Officer</b>
<b>Location:</b>	<b>Colindale / Hybrid</b>
<b>Directorate:</b>	<b>Economic Development</b>
<b>Grade:</b>	<b>Growth</b>
<b>Salary Range:</b>	<b>I</b>
<b>Reports to:</b>	

<b>Criteria</b>	<b>Essential/Desirable</b>	<b>Assessed by:</b>
<b>Professional Membership/Qualification</b>		
Educated to degree level or equivalent by experience	Essential/Desirable	Application/Interview
Project/programme management qualification equivalent experience	Essential/Desirable	Application/Interview
<b>Experience &amp; Knowledge</b>		
Good understanding of the principles of effective arts projects and cultural programme management, including governance and strategic decision-making	Essential/Desirable	Application/Interview
Good knowledge of socially engaged arts projects, public art and cultural programme management and methodologies and experience translating it into practice	Essential/Desirable	Application/Interview
Experience of managing or supporting arts and cultural projects and successful completion of these as well as cultural infrastructure projects such as the development of meanwhile popup cultural spaces	Essential/Desirable	Application/Interview
Knowledge of technical requirements and permissions to develop public art commission	Essential/Desirable	Application/Interview
<b>Skill &amp; Ability</b>		
Ability to manage a complex workload and deliver high quality, accurate and timely work without supervision. This requires an ability to identify matters which require urgent attention and to	Essential/Desirable	Application/Interview

manage conflicting priorities and respond to unexpected demands		
Ability to support projects and programmes with some experience of delivery, including the analysis of data to produce meaningful reports around project and programme delivery	Essential/Desirable	Application/Interview
Ability to move between different project and programme challenges and fields of expertise at short notice to support delivery of a programme portfolio	Essential/Desirable	Application/Interview
Ability to analyse and interpret complex information quickly and produce findings and recommendations for actions/areas of improvement	Essential/Desirable	Application/Interview
Ability to prepare reports and presentations on potentially complex issues and present to a variety of audiences in an effective and clear style	Essential/Desirable	Application/Interview
<b>Values &amp; Behaviours</b> (only include those that are relevant to the role, must have at least 1 behaviour per value)		
<b>Caring</b>		
Integrity- I work with candidates and colleagues in a way that builds trust.	Essential/Desirable	Application/Interview
Empathy- I say "thank you" and "well done" where appropriate, and take time to 'check in' to see if the people I work with are ok	Essential/Desirable	Application/Interview
Support- I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt	Essential/Desirable	Application/Interview
<b>Learning to Improve</b>		
Insight- I regularly rely on evidence and professional standards to support my work and decision making.	Essential/Desirable	Application/Interview
Agile- I am fully empowered to act within the scope of my role	Essential/Desirable	Application/Interview
Growth Mindset- I take responsibility for my own personal development, growth and learning and support others with their learning and development where I can	Essential/Desirable	Application/Interview
<b>Inclusive</b>		
Personal Responsibility- I am curious about what is important to others around diversity. I reflect and act upon this curiosity to improve my own understanding	Essential/Desirable	Application/Interview

Caring for people, our places and the planet

Engage with discomfort- I am open to and reflect on what makes me uncomfortable and use my engagement with others to challenge myself and constructively challenge others	Essential/Desirable	Application/Interview
Champion Diversity- I recognise the advantages and importance of equality, diversity and inclusion in delivering outcomes for residents, and take an active role to ensure they are implemented and integrated in everything I do.	Essential/Desirable	Application/Interview
<b>Collaborative</b>		
One Team- I actively and purposefully build my network of relationships with people across the Council and with partners. I proactively seek feedback and evidence as a way of learning from and improving the way I work with others	Essential/Desirable	Application/Interview
Accountable- I accept responsibility for my own actions and decisions, and demonstrate commitment to ensuring these align to what is best for Barnet	Essential/Desirable	Application/Interview
Outcomes Focused- I adapt my way of working to best suit the outcome we are trying to achieve within the scope of my role and professional standards	Essential/Desirable	Application/Interview