

City of Edinburgh Council job description

Post title	Cultural Development Officer
Directorate	Place
Service	Culture, Wellbeing and Economy
Responsible To	Senior Cultural Development Officer
Number of post holders	2 FTE

Purpose of job

To work with colleagues within the Cultural Partnerships Team to implement the Council's Cultural Strategy and any related initiatives. This will mean working collaboratively with colleagues from across the Council and with a range of external stakeholders as part of a productive, creative and proactive team that works to maintain and develop Edinburgh's reputation as a vibrant and sustainable world leading cultural capital.

The what - major tasks and job activities

1. Effective monitoring, liaison and management, including the provision of advice and support, to artists, practitioners and organisations supported by the Council within appropriate Guidelines.
2. Develop, enhance and maintain partnerships with key stakeholders in cultural and community groups across the city, especially - arts, festivals and events organisations.
3. Contribute to the implementation of the Cultural Strategy, and other Council strategies, policies and priorities.
4. Support effective monitoring of funding for and outcomes of third parties, in accordance with the Council's financial regulations and associated contractual arrangements, ensuring best value for the Council (and external partners where appropriate).
5. Maintain and develop excellent professional working relationships with a wide range of internal and external stakeholders, ensuring the city's diverse voices are represented in planning, development and delivery of cultural activities.
6. Deputise for the Senior Cultural Development Officer and other colleagues, as requested.
7. Responsible for the effective delivery of excellent public services to the public, including improving outcomes for residents, working effectively with colleagues within Cultural Partnerships, Culture and Wellbeing and across the Council (where appropriate). The post will also work collaboratively with external stakeholders.
8. Contribute professional expertise to the development of initiatives, plans and policy development within the remit of culture and wellbeing and wider Council (where appropriate), working with colleagues across the team and department as required.
9. Manage and monitor the performance of external consultants, contractors and grant funded organisations.

10. Support initiation, development and management of projects, including suggesting innovative solutions where appropriate.
11. Maintain service delivery within the allocated budget and timescale.
12. Support the preparation and content of reports, other documents, briefings, presentations and FOIs for Council meetings, external agencies, senior officers, including the Council Leadership Group and the relevant committees as well as business and stakeholder groups.
13. Identify opportunities for continual improvement and demonstrate willingness to adapt within a complex internal and external environment.
14. Ensure the Culture Edinburgh website is updated and developed.

The how - knowledge and skills, creativity and innovation, contacts and relationships, decision making

1. This work will require the ability to work effectively and collaboratively with colleagues and partners to deliver the Council's Culture Plan. This means maintaining a focus on existing activities, while developing innovative approaches to future delivery.
2. The post will require extensive knowledge and skills in developing and maintaining cultural partnerships. Knowledge of the cultural sector in Edinburgh, Scotland and beyond is beneficial.
3. This will usually mean the post holder is qualified to degree or postgraduate level in a relevant discipline or can demonstrate equivalent relevant experience.
4. The post will develop and implement proposals relating to the development and delivery of cultural activities in Edinburgh.
5. The post will represent the Council to a range of external stakeholders and should present a positive impression of the Council. The role will support the negotiation of partner arrangements with external bodies.
6. The post will also provide expert advice and guidance to senior officers within the Cultural Partnerships team and wider Culture, Wellbeing and Economy service.
7. The post will make recommendations on the future development of cultural partnerships.
8. The post will contribute to the final decision on all advice, recommendations and proposals presented to Chief Officials, Elected Members and committees relating to policy, service practice and provision for a specialist service across the council and/or the entire city.

Environment - work demands, physical demands, working conditions, work context

1. Operational matters requiring an immediate response will normally be dealt with by this post.
2. Although the post may be exposed to some physical demands, these will be predominantly within the range of normal office based activities.
3. Although the post may be exposed to some adverse working conditions, these will be predominantly within the range of normal office based activities.
4. Although the post will have some requirement to take care in relation to the working environment, work activities and dealing with people this will not be more than the normal required of a council employee.

Supervision and management of people

The post will be responsible for the delivery, co-ordination and management of cultural development and partnership activities.

The post will be expected to work collaboratively with colleagues within the immediate team and wider Council, as appropriate.

Resources the job holder will be responsible for

The post will be responsible for the day-to-day monitoring of funding within the remit of the cultural development team. Budgetary responsibility will rest with the Senior Cultural Development Officer.

Additional information - health and safety (DO NOT AMEND THIS SECTION)

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees' responsibilities:

1. Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions.
2. Co-operating with management and following instructions, safe systems and procedures.
3. Reporting any hazards, damage or defects immediately to their line manager;
4. Reporting any personal injury and work-related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).