

Recruitment person specification

Post being recruited for: Cultural Development Officer

Council core competencies

These apply to all posts

Being customer / client focused

Working effectively with others

Managing change

Taking ownership and responsibility

Communicating effectively

Planning and decision making

These apply to posts with responsibility for managing people or resources

Leading others

Managing performance and developing others

Political sensitivity

Managers

1. Specify what the essential requirements are for your vacancy under each category. All candidates that have disclosed a disability must be interviewed if they meet the essential requirements.
2. Specify what the desirable requirements are for your vacancy under each category. Desirable criteria can be used to shortlist candidates if you have a high volume of applicants. However, you cannot use desirable criteria when shortlisting any candidates that have disclosed a disability.

Person specification

Category	Essential	Desirable (not every post needs desirable requirements)
Experience	Five years' experience within the arts/culture sector. Experience of arts/festivals/cultural project development and implementation within a large organisation. Proven active input to systems and planning to support strategic and funding process change and improvement Experience of co-ordination and delivery of funding and arts programmes Experience of review and recommendations process of partner funder agency funding bids Experience of input to the development and management of third party grants processes and related requirements including assessment of grant applications Experience of offering sector-specific and professional advice, research and project support Experience of offering first point of contact for information and advice to the public and interested parties on culture and arts sectors and department and cross-council related services Experience of working co-operatively with other Council services on the development of projects and programmes	Experience within Local Government/public sector. Experience of supporting the development of infrastructure and capital works and related monitoring requirements

Knowledge, skills and understanding	Understanding of the arts funding and fundraising environment and associated processes and requirements for arts and cultural programmes and projects Demonstrable understanding of the requirements to deliver the Council's Culture Plan and associated initiatives . Demonstrable understanding of equalities, diversity and inclusion issues and be proactive in considering these across all areas of work Participation in, and provision of regular updates to, professional networks Understanding of Guidelines, legislation and policies affecting the effective and legal management of cultural/charitable companies Monitoring and working within service and project budgets effectively Demonstrable initiative in partnership working Able to work with minimum supervision and demonstrate initiative. Effective report writing skills. Excellent communication skills and ability to communicate effectively with a range of partners. Good political awareness	Effective presentation skills. Knowledge of project management processes. Knowledge of purchasing/procurement systems
Qualifications and training	Degree in Arts/Event /Project management or equivalent experience in related field.	
Job specific requirements	The nature of this work may require you to work some evenings or weekends. Time off in lieu will be granted for equivalent time worked.	

