



Job Description

Education Directorate

Post Title	Creative Director, Head4Arts		
Post Number	BG New	Grade	8
Base	Llanhilleth Miners Institute	Hours	37 hours per week
Car User Allowance	Approved	Disclosure	Enhanced
Contact	Joanne Sims	Updated	25-5-23
Politically restricted	No		

* The position is politically restricted within the provisions of the Local Government and Housing Act 1989 as prescribed in the Local Government Officers (Political Restrictions) Regulations 1990.

Principal Job Purpose

Responsible to: Service Manager – Young People & Partnerships

Responsible for: The postholder will provide artistic direction and management of the Head4Arts team, developing and implementing a three-year business plan to deliver community arts activities across Blaenau Gwent, Caerphilly, Merthyr Tydfil and Torfaen on behalf of the Head4Arts partnership of local authorities and leisure trusts. It involves regular reporting to the Head4Arts Steering Group, the creation of external partnerships and liaising with funding bodies to ensure the financial stability of the organisation and the successful delivery of its aims and objectives.

Principal Accountabilities

1. To provide the artistic vision for Head4Arts including the development and implementation of a three-year business plan.
2. To provide regular reports to the Head4Arts Steering Group on the progress of the organisation and its finances
3. To source appropriate funding to implement the above and manage and control the budgets
4. To ensure that Head4Arts complies with the legal requirements relating to the policies and financial procedures of Blaenau Gwent CBC as Lead Authority in the Head4Arts partnership.

5. To liaise with Arts Council of Wales and other funding bodies to ensure that all requirements relating to grant funding are delivered to the agreed deadlines.
6. To manage the Head4Arts staff team and oversee the commissioning of freelance arts practitioners.
7. To develop new partnerships and initiatives to further the work of Head4Arts.
8. To monitor and evaluate all projects arising from the work of Head4Arts, progressing works, recording appropriate measurements and noting the developments or variations in project costs.
9. To ensure that Head4Arts (and the governing partnership) has a high profile and maintains good reputation through the delivery of an innovative artistic programme that reflects the strategic priorities of Wales.
10. To liaise with other arts sector organisations (both in Wales and internationally) in determining, benchmarking and maintaining good practice that supports the delivery of high quality artistic outputs.
11. To compile information and case studies and present information on arts projects as requested by the partnership of funding bodies.
12. To represent Head4Arts and the community arts perspective in relevant consultation programmes.
13. To carry out any other duties that reasonably fall within the purview and grade of the post.
14. To comply with the relevant sections of the Authority's policy statement on Health, Safety and Welfare at Work.
15. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.

Person Specification – Senior Manager

1. Qualifications & experience

Qualifications/relevant experience	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Possesses a relevant degree or equivalent in an arts/cultural subject	Essential	✓			
Relevant post-graduate or professional qualification	Desirable	✓			
Ability to speak/write in Welsh	Desirable	✓	✓		
Other experience					
Significant experience of working in community arts in a supervisory role	Essential	✓			
A track record of submitting successful funding bids and competent delivery of the work	Essential	✓	✓		
Co-ordination of multi-agency projects	Essential	✓	✓		
Experience of working in both a local authority and community setting	Desirable	✓	✓		
Event management including Risk Assessment	Essential	✓	✓		
Knowledge/Skills					
Knowledge of the arts sector in Wales	Essential	✓	✓		
Understanding of relevant legislation	Essential	✓	✓		
Knowledge of relevant funding bodies including Arts Council of Wales and Arts Lottery	Essential	✓	✓		
A knowledge and understanding of the Heads of the Valleys Region	Essential	✓	✓		
Project Management/co-ordination skills	Essential	✓	✓		✓
Budget management	Essential	✓	✓		✓
Staff management (both employees and freelance workers)	Essential	✓	✓		✓
Creative skills – able to design and initiate arts projects	Essential	✓	✓		✓
Ability to write, prepare and present reports	Essential	✓	✓		✓
Time management skills	Essential	✓			✓
Ability to work on several projects simultaneously	Essential	✓	✓		✓
IT skills (Word, Excel, Powerpoint)	Essential	✓			
Creative and analytical approach	Essential	✓			
A team worker with good negotiating skills	Essential	✓	✓		
An excellent communicator able to work effectively with a diverse range of partners and stakeholders	Essential	✓	✓		
Capable of working with a wide range of socially deprived groups and sympathetic to their needs	Essential	✓			
Able to work flexible hours	Essential	✓			

2. Welsh Language Requirements (please select one of the following)	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Welsh language skills are desirable (level 0 in all Welsh Language Levels above).	Desirable	√	√		
Welsh language skills are essential and candidates should either possess the relevant skills or be prepared to learn them when appointed to the post (levels 1-3).					
Welsh language skills are essential (levels 4 and 5).					

	Level 0	Level 1 Entry	Level 2 Foundation	Level 3 Intermediate	Level 4 Advanced	Level 5 Proficiency
Listening/Speaking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading/Understanding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please see "[Welsh Language Skills Guidelines](#)" on the Blaenau Gwent website for further information on the above levels.

3. Special Requirements	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Must be passionate about the arts and understand its role in delivering the targets of the Wellbeing of Future Generations legislation	Essential	✓	✓		
Full and current driving licence and access to a vehicle for work	Essential	✓			

4. Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework. In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and afterwards through the Authority's performance coaching scheme.

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Leading People	Provides inspirational leadership & is a role model to others	✓	✓		✓
	Takes direct responsibility and is accountable for actions	✓	✓		✓
	Respects and values the contribution and ambition of others	✓	✓		✓
	Actively promotes equality and diversity	✓	✓		✓
	Challenges unacceptable behaviour/attitudes				✓
	Recognises and celebrates achievements				✓
	Defends colleagues against inappropriate criticism				✓
	Demonstrates and is an example of good work-life balance		✓		✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Delivering the Vision	Communicates a compelling view of the future		✓		✓
	Ensures the vision is meaningful to all		✓		✓
	Challenges the vision appropriately				✓
	Proactively promotes the vision to others	✓	✓		✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Setting & Achieving Ambitious Targets	Is committed to continually improving performance of self and others	✓	✓		✓
	Agrees ambitious performance targets and priorities for self and others				✓
	Sets high standards and keeps self and others focused on outcomes	✓	✓		✓
	Gives regular, constructive feedback on service /team/ individual performance				✓
	Recognises and celebrates success				✓
	Challenges poor performance appropriately				✓
	Seeks learning opportunities from results	✓	✓		✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Empowering Our People	Encourages and develops personal accountability in others		✓		✓
	Works to identify training and development needs in others		✓		✓
	Encourages others to think for themselves		✓		✓
	Promotes risk-taking and supports appropriately	✓	✓		✓
	Utilises and respects the skills, experience, and ambition of others at all levels		✓		✓
	Promotes and demonstrates personal and professional learning and development in self and others	✓	✓		✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Communicating	Creates and encourages two-way communication inside and outside the organisation				✓
	Uses appropriate and precise methods of communication	✓	✓		✓
	Has personal credibility with a variety of different groups and uses networks effectively	✓			✓
	Communicates positively and respectfully		✓		✓
	Actively listens and respects others' points of view		✓		✓
	Checks own and others' understanding		✓		✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Making Informed Decisions	Is prepared to take action and be accountable	✓	✓		✓
	Regards problem solving as an improvement opportunity	✓	✓		✓
	Involves others in decision making				✓
	Steps back and takes a wider view		✓		✓
	Uses evidence to challenge or support point of view				✓
	Considers implications of proposed decisions		✓		✓
	Ensures decisions link to continually improving performance				✓
	Has the confidence to make ambitious, difficult, or unpopular decisions	✓	✓		✓
	Is able to justify and explain decisions		✓		✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Working in Partnership	Understands partnerships in the context of the “big picture”		✓		✓
	Promotes and is actively involved in multi-agency partnerships to continually improve services for the citizen	✓	✓		✓
	Networks effectively internally and externally	✓	✓		✓
	Recognises, respects, and utilises the expertise of others				✓
	Proactively shares knowledge and information				✓
	Seeks out the most appropriate people to contribute to partnership working		✓		✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Managing the Political Interface	Understands the political environment locally, regionally, and nationally		✓		✓
	Positively respects and abides by the professional code of conduct and adheres to the principles of political restriction				✓
	Establishes and continually improves positive and appropriate interaction with all Councillors				✓
	Raises issues and constructively challenges in an appropriate and sensitive manner		✓		✓
	Ensures others understand the political dimension of their work		✓		✓
	Provides timely, constructive, high quality professional advice to assist the political decision making process				✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Pushing the Boundaries	Regularly and constructively challenges the status quo	✓	✓		✓
	Is positive about change and identifies potential benefits to the citizen		✓		✓
	Taps into the innovative and creative potential of others	✓	✓		✓
	Considers different methods/approaches	✓	✓		✓
	Encourages others to suggest new ideas				✓
	Supports and develops others' ideas	✓	✓		✓
	Looks creatively inside and outside the organisation for new ideas and actively shares good practice	✓	✓		✓