

Assistant Director (Lifelong Learning and Culture)

1. Purpose of the job

- 1.1. To be responsible for the operational and strategic management of the services located within 'Lifelong Learning and Culture'. These include: Libraries and Heritage (including the York Museums Trust), Arts and Culture (including the Peripatetic Schools Music service), Sport and Active Leisure, Parks and Open Spaces and Adult and Community Education;
- 1.2. To ensure that cultural services in York continue to improve the quality of life for residents and visitors to the city;
- 1.3. To promote a culture of lifelong learning in the city that will help to build a confident and creative community.

2. Main responsibilities

- 2.1. To be the first point of contact within the directorate for the Lead Member (Leisure and Culture);
- 2.2. To support the Leisure and Culture EMAP and lead on scrutiny of culture and leisure services,
- 2.3. To be the champion for corporate activity to improve the health and fitness of residents of York,
- 2.4. To manage a city wide planning process for leisure and culture through [York@large](#) and activeyork to deliver a cultural strategy for York;
- 2.5. To represent the authority on sub regional and regional bodies for culture, sport and the arts;
- 2.6. To be responsible for maintaining and developing the sporting and cultural facilities in York and to have oversight of bids to the Heritage Lottery Fund (HLF) and other external sources of funding;
- 2.7. To commission externalised Leisure services (e.g. Museums) ensuring value for money and fit with Council's strategic objectives;
- 2.8. To provide professional and technical advice on the provision of services for culture and leisure in the city, including the use of funding from section 106 planning agreements, and the likely views of Sport England and English Heritage about open space and other facilities for sport and active leisure;
- 2.9. To provide professional and technical advice about the statutory framework for key cultural service such as the archives or the library service;
- 2.10. To ensure an appropriate contribution on behalf of Culture and Leisure to the LAA and the CPA;
- 2.11. To represent the department on key corporate project boards which have implications for the provision of cultural facilities in the city where appropriate;
- 2.12. To be responsible for the performance management of the services specified in Section 4 (Organisation);
- 2.13. To fulfil Chief Officers responsibilities under HR procedures including decision making regarding the employment of staff in Lifelong Learning and Culture;
- 2.14. To set management objectives and targets within Lifelong Learning and Culture and to allocate, manage and monitor resources to deliver agreed policies on time and to budget;
- 2.15. To be a member of the Departmental Management Team for *Learning, Culture and Children's Services*.

3. Knowledge, Skills and Experience

Essential Knowledge and Experience

- High level of relevant knowledge and commitment to continuing development, indicated by a degree level qualification and/or professional managerial qualification, and/or equivalent level of achievement;
- Knowledge and understanding of Lifelong Learning and culture issues in a local government context;
- Evidence of a clear understanding of Best Value and its application in local government;
- Substantial and impressive record of achievement at senior management level in a comparable organisation;
- Substantial record of achievement in successfully managing change and large-scale projects;
- Evidence of successfully developing and delivering strategy to meet business objectives and achieve planned results;
- Significant experience of successfully motivating, managing, persuading and leading staff;
- Evidence of successfully managing large and complex budgets;
- Demonstrable success in developing effective collaborative working with a range of stakeholders to achieve objectives;
- A record of success in commissioning services and monitoring provision;
- Evidence of success in working closely with schools and other Educational providers;
- Evidence of significantly improving service delivery.

Skills

- Excellent verbal and written communication skills that are persuasive, informative and effectively engage the interests of a wide range of audiences;
- Outstanding interpersonal, negotiating and commissioning skills;
- Highly effective leadership and motivational skills that develop and inspire others, promote high standards and collaborative working amongst internal and external stakeholders;
- Highly developed skills in numeracy and budget management;
- Well developed strategic and operational management skills;
- Corporate and service planning skills that ensure effective resource management, service delivery, best value and continuous improvement;
- Analytical skills that contribute effectively to the identification of development and trends, prioritisation and problem solving.

Competences

- Knowledge and significant understanding of the legislative frameworks and key issues relevant to the provision of services by local government;
- Ability to think and act strategically at corporate and service levels and contribute creatively;
- Ability to contribute directly and effectively to the successful management of change;
- Ability to analyse complex issues and rapidly present imaginative and practical solutions;
- Ability to recognise and respond to the needs of pupils, parents, customers and citizens, anticipate developments, plan ahead and exploit changes;

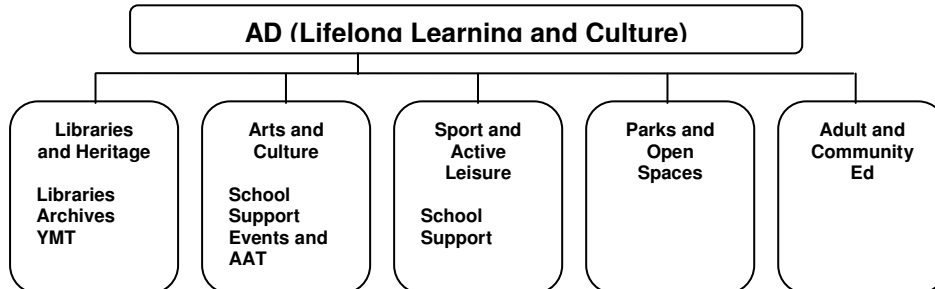
- Ability to establish and maintain purposeful commissioning, monitoring, review and evaluation processes;
- Ability to manage own time effectively, working under pressure to tight deadlines and taking responsibility for own professional judgement;
- Ability to secure productive working relationships with elected Members, particularly in situations where power is balanced between two or more parties.

Attitude and Behaviour

- Customer focused approach to service delivery;
- Open to new opportunities and challenges;
- Commitment to seeking ways to continually improve service delivery and standards;
- Commitment to openness with stakeholders, securing equality of opportunity, tackling institutional and personal prejudices and promoting a positive and unprejudiced attitude towards all sections of the community;
- Positive approach to staff and organisational development;
- Positive approach to team working;
- Political awareness and sensitivity to the needs of elected Members and the local democratic process;
- Takes responsibility for own professional and personal development.

4. Organisation

The Assistant Director (Lifelong Learning and Culture) will be responsible for managing all of the services identified in the organisation chart below:



This represents a change in the span of responsibility of the Assistant Director (Lifelong Learning and Culture) with effect from the date of appointment of the new AD (Partnerships and Early Intervention):

- Early Years and Extended Schools to transfer to the new AD (Partnerships and Early Intervention).

Work is currently being undertaken to restructure the Library Service and the Arts and Culture Service to ensure the efficient delivery of services that meet the authority's priorities for cultural and leisure services.

5. Dimensions

5.1. Annual Budgets.

The figures below are for the financial year 2007 – 08

Lifelong Learning and Culture - Budget

	£000's Expenditure	£000's Income	£000's Total
Arts and Culture	2,324	1,133	3,457
Sport and Active Leisure	4,909	1,646	6,555
Parks and Open Spaces	1,820	486	2,306
Libraries and Heritage	5,000	399	5,399
Adult and Community Education	2,250	1,976	4,226
LL&C Management & Support	1,723	1,735	3,458
Total	18,026	7,375	25,401

5.2. Staffing.

Service	FTE
Arts and Culture	37.84
Sport and Active Leisure	50.36
Parks and Open Spaces	5.15
Libraries and Heritage	67.43
Adult and Community Education	46.94
Total	207.72

6. Contacts

- 6.1. The post holder meets weekly with the Director for a 1:1, and with other members of the DMT at a regular, scheduled meeting to agree the strategic direction of the Directorate and to make key decisions as agreed within the constitution and the scheme of delegation.
- 6.2. The nature of the post requires close liaison with key partners in the city and beyond including the Chief Executive of the York Museums Trust, the Chair of [York@Large](#) and the ActiveYork Partnership, the Chief Executive of the MLA Yorkshire, the Regional Executive Director of the Arts Council, and senior officers at Sport England (Yorkshire);
- 6.3. Internally, there are established mechanisms and expectations in place for contacts with all levels of staff within the organisation in structured and non structured settings;
- 6.4. The post holder is required to make a major contribution to corporate policies and to work with senior staff including directors from other departments within the City Council. In particular the post holder expected to make an input into major capital schemes such as the Oaklands Sports facilities or the Barbican, and policy documents such as the Local Development Framework;
- 6.5. There is also regular and close contact with the Chief Executive of the local authority, the Executive Member for Leisure and Culture, senior staff from the Audit Commission, and from regional bodies such as the GO:Y&H.

7. Decisions

7.1. The post holder is required to take key decisions and act with minimal supervision. The post holder has extensive freedom to think, to work through diverse and complex issues and then to take appropriate action.

7.2. *Strategic*

The post carries lead responsibilities for:

- strategic decision making for maintaining the cultural infrastructure for the city,
- developing bids for external funding from organisations such as the Heritage Lottery Fund (HLF) and the Arts Council,
- Contributing towards the Local Development Plan, and the spatial strategy,
- Co-ordinating the provision made through Section 106 Planning contributions for Leisure.

7.3 *Operational*

The post carries overarching responsibility for high level decisions within the portfolio of services that are included within the Service Arm. This is specifically demonstrated through named decision-making responsibilities within the scheme of delegation.

7.4 *Financial*

The post carries responsibility for the management of the budget for Lifelong Learning and Culture described at Section 5 of this report. Specifically the postholder has delegated authority as provided in the scheme of delegation.

7.5 *Human Resources*

The postholder carries responsibility for the workforce within Lifelong Learning and Culture to:

- implement personnel policies for recruitment, disciplinary and training.
- alter the establishment of the service as provided in the scheme of delegation and subject to the approval of DMT
- approve additional leave entitlement
- approve relocation and car user payments within council policy

7.6 The consequences of ineffective working of the postholder would be to place the authority at risk of investigation and intervention by the Audit Commission (District Audit), the Adult Learning Inspectorate (ALI), Sport England, the Learning and Skills Council and the Local Government Ombudsman.