Aberdeenshire COUNCIL **Job Profile**

Feb 2019

1. JOB IDENTITY

Post Title:	Cultural Development Officer	**Service:**	Education & Children's Services
Section:	Cultural Services	**Grade:**	Support Leader K
Reports to:	Cultural Development Coordinator		

2. JOB PURPOSE

- Plan and deliver a strategic approach to cultural development and creative learning in Aberdeenshire, acting as lead officer within the cultural team for specific art forms and thematic areas of work. Work effectively with other Live Life Aberdeenshire and Council services and external agencies at all levels, local, regional and national.

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation

3. CORE RESPONSIBILITIES / DUTIES

- Initiate, plan and lead actions to meet specific aims of the Cultural Development team with a key responsibility for supporting cultural third sector and partner arts organisations
- Plan and deliver innovative, inspiring and engaging programmes of activity which build civic pride and a sense of local distinctiveness through cultural development projects, acting as a lead officer within Live Life Aberdeenshire's Cultural Development team
- Devise and implement a programme of local cultural activity that increases creative arts engagement, learning and participation across Aberdeenshire
- Initiate meaningful and productive links with local authority partners, local groups, communities, creatives and external organisations, providing expert advice and sharing information
- Support key objectives of the Cultural Strategy and Live Life Aberdeenshire and undertake responsibility for building capacity, increasing participation and improving Health & Wellbeing in communities across Aberdeenshire.
- Develop strategies to strengthening the contribution of the Cultural Development team within and beyond the Aberdeenshire area
- Contribute to the monitoring, evaluation and reporting of the impact of the Cultural Strategy
- Contribute to the financial planning and management of budgets and access additional funding

4. QUALIFICATIONS AND TRAINING

Essential:	• Honours degree in relevant discipline or degree in relevant discipline and considerable experience.
Desirable:	• Postgraduate qualification. • Commitment to professional development.

5. EXPERIENCE

Essential:

- Experience in cultural management and development in an operational context, and the delivery of high quality cultural experiences.
- Experience of managing budgets and working to agreed plans.
- Experience of community engagement and stakeholder consultation.

Desirable:

- Experience of working within an arts development, creative learning development, community capacity building context and the role and work of local authorities.
- Experience of event management.
- Experience of liaising with national agencies.
- Experience of procuring, commissioning and managing consultants, creatives or staff.
- Experience of supporting and developing artists and creative practitioners working in a community and learning context.
- Experience of presenting to a wide audience.

6. KNOWLEDGE & SKILLS

Essential:

- Track record of successful and effective partnership working, with public agencies, the voluntary and third sector.
- Understanding of evaluation processes such as LEAP, Illuminating Practice, and HIGIOCS.
- Ability to work proactively, prioritise tasks and meet deadlines.
- Ability to work unsupervised, be self-motivated and an enthusiastic team member.
- Work and plan strategically.
- Ability to use ICT applications.
- A genuine interest in arts and cultural activity and community development linked to the distinctiveness of Aberdeenshire.

Desirable:

- Knowledge of national priorities particularly in relation to art, creativity, and learning; in the community and school environment.
- Knowledge of Curriculum for Excellence learning outcomes.
- Knowledge of external funding streams.
- Good report writing and presentation skills.

7. ADDITIONAL REQUIREMENTS

AGREED

Driving Compliance	Ability to travel within Aberdeenshire.
Politically Restricted	This is a Politically Restricted position as identified by the Local Government and Housing Act 1989. Further information on restrictions as a result of this designation is available by visiting the recruitment pages.

AGREED