

Team Manager – Culture

Council Offices, School Place, Kirkwall

At a glance:

Hours: 35 hours, 1.0 FTE

Working Pattern: Monday – Friday, 9.00am - 5.00pm

Salary: £46,503 - £49,295, pro-rata for part-time and part-year working.

Hourly Rate: £25.48 - £27.01

Contact:

Inga Burton,
**Service Manager - Sustainable
Regeneration and Arctic**

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(01856) 873535, ext. 2345

Application deadline: 23:59 on Sunday 1
February 2026

Interview: w/c 19 February 2026

For application support contact hrsupport@orkney.gov.uk or call **01856 873535 ext.2250**

the role

As Team Manager, Culture you'll be reporting to the Service Manager, Sustainable Regeneration and Arctic and be based in Council Offices, School Place, Kirkwall, Orkney.

The Grade of your role is Grade J. The salary is £43,506 - £46,298. Additionally, you will receive payment of £2,997 Distant Islands Allowance. Salaries are pro-rata for part-time or part-year working.

This is £25.48 - £27.01 per hour including allowances.

This is a permanent position, working 35 hours per week.

The working pattern is Monday – Friday, 9.00am - 5.00pm, with flexible and hybrid options available.

Your work will involve day to day management of Culture Services, which consists of Arts Development, Museums Service, Heritage Development and St Magnus Cathedral, including coordination of strategy, policy and planning across Cultural Services.

Applications close 23:59 on Sunday 1 February 2026, with shortlisting taking place from w/c 2 February 2026. Interviews are scheduled for w/c 19 February 2026.

For more information, contact Inga Burton, Service Manager, Sustainable Regeneration and Arctic at Inga.Burton@orkney.gov.uk or on 01856 873535, ext. 2345.

benefits and support

34 days annual leave, increasing to 39 days over 5 years, inclusive of Public Holidays (pro-rata)

Local Government Pension Scheme

Maternity, Paternity and Sick Pay

Comprehensive induction process

Supported to work and earn whilst achieving qualification

Employee Assistance Programme

main duties and responsibilities

Deputise for the Service Manager, Sustainable Regeneration and Arctic, as required, on matters relating to the delivery of Cultural Services whether strategic or operational.

Contribute to the development and implementation of strategic documents such as the Museums Forward Plan and Arts Development Strategy.

Develop and maintain performance management systems to ensure compliance with quality standards and accreditation requirements for example through Museums Galleries Scotland.

Ensure all Cultural Services comply with legal, regulatory, policy and other requirements including health and safety legislation, fire safety, biosecurity, and emergency planning protocols.

Manage the day-to-day operations of Cultural Services, including visitor services, retail, winter work programmes and marketing activities ensuring the retention of standards, i.e. VisitScotland

Lead or support the delivery of capital projects, exhibitions, and cultural events, ensuring alignment with service goals.

Administer cultural funding schemes such as the Culture Fund and Visual Artists and Craft Makers Award Scheme.

Represent the service at meetings, prepare reports for committees and lead public consultations as well as engagement with the public, service users, senior management and external agencies.

Ensure all Freedom of Information (FOI) requests are responded to within required timescales and investigate complaints and compliments to support service improvement.

Develop, review and implement internal policies and procedures to support service delivery and ensure compliance with relevant regulations.

Provide direct line management, supervision and support for all staff, including performance reviews, development planning, and day to day supervision in line with HR policies and procedures

Manage the Culture Services budget as budget holder for circa £900,000, oversee procurement and retail operations, and ensure financial compliance with Council policies.

Requirement to use a range of computerised packages and generic Council systems including Microsoft Office and Resourcelink HR and Payroll systems.

responsibilities for all

Embody the Council Values of People, Unity, Trust, Ownership and Creativity	Participate in team meetings, 1 to 1s, supervision and good conversations process
Handle all information in confidence and in line with Data Protection requirements	Comply with the Council Employee Code of Conduct
Work safely to prevent risk to yourself and others	Comply with relevant professional body codes of practice/conduct
Ensure Equality, Diversity and Inclusion	Any other duties appropriate to your grade
Undertake mandatory and relevant training and development	Where required Support the Council's emergency response

skills and requirements

must have

Ability to demonstrate detailed knowledge of sectoral standards surrounding cultural services provision including the Scottish Government's Cultural Strategy and the Museums Association Code of Ethics/SPECTRUM standards etc.

Ability to demonstrate experience of delivering equality of opportunity and customer care.

Ability to demonstrate experience of collaborative working, self-drive and proactive approach.

Experience of delivering services across relevant cultural service functions which may include museums, arts development, tourism, heritage.

Experience of managing and supervision of people.

Experience of strategy and policy development.

Experience of working in an environment subject to external scrutiny.

Experience of budget management.

The minimum knowledge required for this role can be evidenced by either:
Holding a qualification at SCQF 8/9, i.e. SVQ4, HND, General Degree, Higher Apprenticeship, Technical Apprenticeship in a relevant subject to the role
or having a minimum of 5 years previous relevant experience.

Ability to travel efficiently and effectively between various work locations within Orkney to meet the operational requirements of the Service.

requirements of the role

Shift work: No	Disclosure/PVG: Level 1
Weekend Work: No	Convictions to Declare: Current
Night Work: No	Politically Restricted Post: No
Sleep In Working: No	Work additional hours: Yes
Standby Working: No	Sponsorship: No

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