

JOB DESCRIPTION

JOB TITLE	Head of Culture, Sport and Tourism	DIRECTORATE	Environment & Climate Change
SERVICE	Culture, Sport & Tourism	GRADE	HOS Band 2
REPORTING TO	Corporate Director		

PURPOSE OF JOB	<p>To lead the Tourism Strategy and Cultural offer for Durham, promoting Durham as an attractive place to live, work and visit, contributing to the economy of the County.</p> <p>To lead the development and provision of the Council's, Sport and leisure offer for the residents of, and visitors to County Durham.</p>
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JOB OUTLINE/KEY RESULT AREAS	STANDARDS OF PERFORMANCE
<p>Generic Key Result Areas</p> <ul style="list-style-type: none"> ➤ Contribute to the strategic development and delivery of the Directorate to meet the Council's policy and planning requirements. ➤ Manage all employees, relevant budgets, and service performance in accordance with Council procedures and objectives. ➤ Contribute to and manage the development and implementation of Directorate and Council wide initiatives to deliver improvements across the Council. ➤ Manage relationships with internal and external partners to support the delivery of efficient and effective services. <p>Role Specific Key Result Areas</p> <ul style="list-style-type: none"> ➤ Lead the development and provision of the Council's culture, leisure and visitor offer to residents and visitors. ➤ Lead the development, management and delivery of the Council's cultural offer and programmes, including theatre/cinema provision, museums and heritage sites, festivals and events programmes, and partnership arrangements. ➤ Lead the Tourism Strategy and tourism offer to maximise and realise the economic potential for the visitor economy. ➤ Working in partnership with Public Health, to lead the provision of wellbeing and leisure strategies and activities to improve the quality and quantity of opportunities across Durham and encourage involvement in leisure and sport. ➤ Lead the management and development of Council leisure facilities to meet the needs of local residents. ➤ Lead the development, management and delivery of the Council's library strategy and associated library services and facilities. ➤ To work with partners to improve opportunities for local people, developing new strategies to improve quality of life. ➤ To work collaboratively with public health to maximise the wellbeing offer ensuring it improves health and reduces health inequalities. 	<p>Generic Standards of Performance</p> <ul style="list-style-type: none"> ➤ Ensure health and safety of self and others within workplace ➤ Respond to customers promptly and professionally ➤ Effective communication and engagement ➤ Ensure principles of equality and diversity and the Council's other corporate values are embraced and underpin all work for employees and service users ➤ Appropriate multi-agency working and sharing information <p style="text-align: center;">MEASURES OF SUCCESS</p> <p>Generic Measures of Success</p> <ul style="list-style-type: none"> ➤ Contributes to Council objectives ➤ Achieves Service area targets and objectives ➤ Customer satisfaction ➤ Meets budgetary requirements ➤ Delivers year on year service improvements ➤ Delivers projects to time, cost, and quality <p>Role Specific Measures of Success</p> <ul style="list-style-type: none"> ➤ Contributes to health improvements ➤ Contributes to the economy of Durham

PERSON SPECIFICATION

QUALIFICATIONS, SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED FOR POST	SERVICE AREA/TECHNICAL COMPETENCIES REQUIRED
<p>Education & Qualifications</p> <ul style="list-style-type: none">➤ Relevant professional qualification at degree level or equivalent <p>Skills</p> <ul style="list-style-type: none">➤ Strategy and planning➤ Project and change management➤ Leadership, delegation and team building➤ Problem solving, financial control and organisation➤ Political and cultural awareness <p>Knowledge</p> <ul style="list-style-type: none">➤ Understanding of local authority legislation➤ An understanding of the national leisure and sports context➤ An understanding of the national context for culture & tourism➤ Durham strategic direction, priorities and issues <p>Experience</p> <ul style="list-style-type: none">➤ Leading/ managing large services➤ Managing at least one functional area➤ Significant experience managing people and budgets➤ Leading/ managing and implementing service improvements, transformation and innovation➤ Working with partners	<p>Leadership</p> <ul style="list-style-type: none">➤ Analytical thinking - The mental processes of analysis and evaluation.➤ Strategic thinking - Balancing today's expectations and requirements with the future opportunities, issues, and concerns that may affect business results tomorrow.➤ Developing others - To coach or mentor others to achieve their best.➤ Business acumen - The ability to make good business judgements and decisions. <p>Service/Technical</p> <ul style="list-style-type: none">➤ Technical competence in at least one of the services in scope➤ Knowledge of relevant legislation, statutory frameworks, good practice and government policy initiatives