

Job Description

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Arts Officer	JEID	MO428
Salary Grade:	Scale I		
Team:	Business & Customer Services		
Division / Service:	Heritage & Culture Warwickshire		
Directorate:	Resources		
Primary Location:	Warwick		
Political Restriction	No		
Responsible to:	Development & Operations Manager, Heritage & Culture Warwickshire		

Role Purpose

To support the development of the Arts in Warwickshire by providing professional advice, guidance and support, leading and delivering projects and maintaining a strategic overview of arts development activity.

Role Responsibilities

- To maintain and promote a strategic overview for the arts in Warwickshire based on knowledge of and research into existing patterns of activity, opportunities for development and unmet need, taking account of County Council corporate policies and objectives.
- To ensure the availability of professional advice, information and support for all Warwickshire artists, arts and community groups with potential for arts development, to enable them to pursue their proposals and activities on the basis of well-informed choice
- To lead on a number of Development Projects and Programmes within the County Arts Service Plan, including managing budgets and contracting staff where necessary
- To initiate and engage in partnership working within the County Council and with external partners in order to create opportunities for arts development

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- To support networking and training opportunities for artists and arts organisations to improve communications and skills within the sector
- To advise and assist applicants and potential applicants to obtain funds for arts development and delivery from various sources including District & Borough Councils, Arts Council England, National Lottery Distributors, Trusts and Foundations.
- To manage arts budgets, including undertaking financial monitoring where necessary
- To ensure suitable contracting, monitoring and evaluation arrangements operate in relation to projects funded by WCC Arts funds.
- Attend meetings on behalf of the Development & Operations Manager when required

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Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria	Assessed By:
Degree or equivalent in an arts-related subject	A, D
Knowledge of multiple art forms, including visual and performing arts	A, I
Broad knowledge of arts development practice and arts strategies including community practice	A, I
A knowledge of the arts funding system and fundraising in general, including experience of making funding applications	A, I, T
Experience of managing arts projects and associated budgets, including contracting artists	A, I
Experience of broader financial management, in addition to managing project budgets	A, I
Experience of initiating and leading working partnerships to deliver diverse projects or programmes of work	A, I, T
Ability to work under pressure and meet deadlines	A, I
Ability to take effective decisions, and to prioritise competing workloads	A, I
Ability to communicate clearly and effectively in person, in writing and on the telephone	A, I, T
Ability to work within a team and with staff at all levels	A, I
Interest in and commitment to promoting awareness of and engagement with Warwickshire's heritage and culture	A, I
The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for the post.	A, I

Desirable Criteria	Assessed By:
Knowledge and experience of developing and delivering Arts and Health projects	A,I
Arts Development experience within a local authority or equivalent public body	A,I
Knowledge of arts in Warwickshire	A,I

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Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and hazards that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities in accordance with all Warwickshire County Council policies, procedures and arrangements as specified for the post / role.

Potential Hazards

The hazards ticked below are elements of the job that may need to be considered when applying for the role, as well as when completing a Work Health Assessment.

<input type="checkbox"/> Regular client contact or care	<input type="checkbox"/> Exposure to noise levels (above 80dbA)
X Lone working	<input type="checkbox"/> Working with waste or refuse
<input type="checkbox"/> Night working	<input type="checkbox"/> Food Handling
<input type="checkbox"/> Work at heights	<input type="checkbox"/> Manual handling tasks
<input type="checkbox"/> Working in confined spaces	<input type="checkbox"/> Electric work
X User of Display Screen Equipment (DSE)	<input type="checkbox"/> Contact with Latex
<input type="checkbox"/> Repetitive tasks	<input type="checkbox"/> Chemical / Dust / Fume Exposure (COSHH)
<input type="checkbox"/> Continual telephone use (<i>call centre</i>)	<input type="checkbox"/> Working with vibrating tools / machinery