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| Generic Role Profile: Strategic Leadership Level B - Assistant Director | |
| Role Purpose, Context and Scope: | |
| * Accountable for developing and directing the corporate activities of the Council at a strategic delivery level. * Horizon scanning 1-3 years; emerging practices and seek out the latest thinking and innovation across their service areas. * Work with Councillors in setting and delivering the strategic aims and objectives of the Services they lead. * Provide strong leadership, direction and guidance to senior managers regarding the allocation of resources, risk management, change management and management behaviours within the services they lead. * To role model the values and behaviours of the organisation so others can see and hear, and learn from you. * Lead on developing the capability of the workforce so the organisation has the right skills at the right time in the right place. | |
| Indicative Accountabilities: | Example Job Titles at Level B: |
| * To influence and contribute to delivering objectives set out in the Corporate Plan considering the impact of internal and external factors. * Create and build effective relationships internally and externally with key stakeholders and instil in direct reports the imperative for accountability, responsibility and collaboration with others, for example: Councillors, other Boroughs, the communities we serve and partners. * Lead and work collaboratively across all service areas with other senior managers (including those from partner organisations and agencies) in order to generate efficiencies. * Effectively lead and manage staff (set, monitor and evaluate objectives on a annual basis). * Drive significant cultural change through the corporate infrastructure. * Be accountable for associated budget and have affordable plans in place to deliver the Medium Term Financial Plan. * Provide assurance that the services are compliant and performance monitoring is part of the corporate rhythm, and exceptions have robust action plans. * Lead and work collaboratively across programmes and services areas to ensure effective risk management and organisational resilience, including developing effective procedures to implement the Council’s policy and strategy. * Be an ambassador for Haringey. | * Assistant Director * Director of Adult Social Services * Programme Director Tottenham |
| Indicative Performance Measures: |
| * Specific measures from the Medium Term Financial Plan. * Achievement of Council’s Corporate Priorities. * Achievement of the outcomes within the Council’s Corporate Priorities and Workforce Plan within their service. * Participate in external assessments e.g. Ofsted, Peer Review. |
| Indicative Dimensions: | Leadership Qualities: |
| * Work involves development of specific service areas and integration of internal services with some integration with external partners. * Has a prime responsibility for the financial management of specific service area. * Jobs at this level operate with a wide level of discretion over staffing, resources and decisions provided that actions are consistent with Council policies. * Can lead and deliver in a political environment. | * **Achieving Ambitious Outcomes** – Makes sure that all activities contribute towards the organisation’s vision and goals. Typically looks two to three years ahead. * **Service Excellence** – Continually strives for a better future. Measures success and takes action to achieve and maintain excellence. * **Thinks Differently** – Has sharp thinking to look at information in a new way. Comes up with many ideas and advocates change/new approaches. Is comfortable being uncomfortable. * **Visible Leadership** – Is a corporate leader, showing teams the strategic direction. Understands individuals, what motivates them and how to get the best from people. * **Work in Partnership; One Council** – Uses initiative to build networks and relationships internally and externally, consulting widely, particularly with residents. Understands the nature of conflict and finds ways to deal with this. * **Open Communication** - Assertive and influential. Maintains a calm and optimistic tone, and has the confidence to challenge and persevere, even in the face of strong opposition. Listens to and shows empathy for different perspectives. |
| Haringey Values: |
| * Lives, and can articulate for others, our values: Caring ▪ Collaborative ▪ Community-focused ▪ Courageous ▪ Creative |
| Indicative Knowledge, Qualifications, Skills and Experience: |
| * Deep knowledge of concepts, principles and practices gained through extensive experience and development in a specific field. * Degree level or equivalent qualification plus substantial post qualifying in specialised field. * Membership of appropriate professional body by examination e.g. CIPFA, RICS or evidence of continuing professional development (CPD). * Excellent communication skills. * Ability to work with high level internal and external stakeholders. |

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| Job Title and Service Area: |
| Assistant Director for Culture and Creativity |
| Role Purpose: |
| This role exists to celebrate, promote and improve access for all to Haringey’s unique and diverse culture and heritage of all our diverse communities. It has responsibility for directly managing core assets such as our libraries and museum and a core programme of civic cultural events, and working with a wide range of cultural and community assets and partners to support and grow Haringey’s cultural and creative industries as part of our wider approach to community development and engagement under the Haringey Deal. |
| Main Responsibilities (in addition to indicative accountabilities on generic profile): |
| 1. Develop and lead implementation of a Cultural Strategy for the borough, working with a wide range of key cultural stakeholders to ensure Haringey’s unique and diverse culture and heritage is represented and celebrated in our cultural story. 2. Identify opportunities through planning levers and wider placemaking activities to identify and secure the cultural infrastructure of the future, ensuring that Haringey continues to support our exciting and fast-growing range of local ambition, interests and talent across fashion, music production, food & hospitality and other sections of the cultural and creative industries. 3. Manage and continue to develop a core calendar of cultural and heritage events to effectively celebrate and recognise the contribution of all our diverse communities to Haringey, London and the wider country. 4. Maintain and develop the Council’s overall strategic relationship with the local voluntary, community and faith sector under the banner of the Haringey Deal, working with services and other partners to ensure the sector is valued as a trusted partner in supporting and building on the strengths of Haringey’s diverse communities. 5. Commission and ensure the effectiveness of the Council’s arrangements to develop and grow the voluntary and community sector, building capacity and bringing in more external funding to the borough. 6. Develop, maintain and review the vision and delivery plan for Libraries as key community hubs, while also ensuring the Council effectively discharges its statutory responsibilities regarding Libraries. 7. Develop an asset management plan to safeguard our core cultural, community and heritage assets, working with the Corporate Landlord and seeking external funding where possible to support and maintain our estate. This includes the Council’s unique statutory responsibility for Alexandra Palace and Park and our Grade 1 listed Bruce Castle Museum. 8. Develop and maintain a wide range of strategic partnerships with local, regional and national stakeholders, including regional and national funders, local cultural and creative institutions, and grassroots cultural and community organisations including friends of Libraries groups. 9. Support and enable the continued development and success of a thriving creative and cultural industries sector in the borough, working collaboratively with colleagues across Haringey to ensure the Council uses all its levers to facilitate this including but not limited to inward investment, economic development and regeneration. 10. Create and maintain an open, inclusive and performance driven culture where staff and managers feel inspired, empowered and have the freedom to succeed and develop. 11. Maintain a comprehensive and up to date knowledge of all relevant legislation, procedures and current emerging best practice for the areas of responsibility while also ensuring the Council meets all its statutory, regulatory and contractual obligations. |
| Knowledge, Qualifications, Skills and Experience (in addition to those on generic profile): |
| * Experience and understanding of how arts, cultural and heritage funding streams work and a track record of generating inward investment in these areas. * Demonstrable ability to articulate a borough vision for a growing cultural and creative industries sector and knowledge of the strategic and tactical levers available to the Council to support this sector as part of a place-making approach to regeneration. * Strong ability to build strategic relationships within and across Council services, different sectors and within the community to generate energy, excitement and results. * Understanding of the requirements and opportunities that exist in a 21st century library service. * Experience of working with communities and the voluntary, community and faith sector to co-produce better services and outcomes for residents. * Strong political awareness and able to professionally advise Elected members in areas of responsibility. * Resilient and able to work under internal and external pressure in a highly visible role. * Experience of partnership working at local, regional and /or national level to deliver outcomes. * Knowledge of effective project and programme management approaches and sound budget management. |
| Dimensions: |
| Role reports to: Director of Culture, Strategy & Engagement  No. Direct reports: 4  No. Indirect reports:  Total staff headcount: 72 FTEs  Staff budget: £3,133.000  Other budget: £1,500,000 including £250k VCS commissioning budget |
| Organisational Structure (attach as an appendix) |