

## Person Specification

Please note that it is absolutely essential that in your application you give evidence or examples in each of the appointment criteria listed under Part One of the Person Specification. It will also be helpful if you explain your motivation for and interest in applying for this post. At interview, these responses will be further developed and discussed along with elements in Part Two of the Specification

## Post: Principal Adviser Events, Culture, Arts & Heritage

### Part One

#### Experience

1. Experience of developing specialist advice and guidance (in terms of cultural services development and events management) across services, partners, political leadership and key stakeholders
2. Experience of delivering communications and engagement activity for a high profile, customer-facing organisation, ensuring that needs of service-users, members and staff are met.
3. Evidence of using expertise to transform the delivery of services through leadership, collaboration across services, working with partners and innovation change.
4. Experience of establishing and maintaining an outcomes focused team which develops staff potential and addresses underperformance and inefficiency whilst introducing new ways of working.
5. Evidence of delivering successful events, arts, culture and heritage activities to enhance place, reputation and brand.

#### Skills, knowledge and aptitude

1. Extensive established networks of influence in the culture and events sector which can be harnessed to support the work of the City Council
2. Understanding of national policies, statutory requirements, funding regimes, relevant frameworks and accountabilities in local government and stakeholder activities to support and underpin culture and the arts, and major events.
3. Developed technical, professional and legislative knowledge and understanding of national policies, statutory requirements, relevant frameworks and accountabilities in relation to local authorities, and their delivery of culture and events.
4. Able to work effectively in a political environment with a high degree of political awareness and sensitivity, providing clear professional advice and rationale.

## **Part Two**

### **Skills, knowledge and aptitude**

1. Evidence of an open and collaborative management style which values the contribution of others and motivates and enables them to achieve their potential and make a difference.
2. Able to analyse financial information and complex issues within a political environment utilising an evidence-based approach to understand the issues, and work cooperatively to help service users meet their needs.
3. Able to be creative and innovative in delivering outcomes with a clear understanding of the values at the heart of how services and outcomes are delivered.
4. Excellent written and oral communication, presentation and critical influencing skills that can engage and facilitate collaborative working with a diverse range of audiences.
5. Personal and professional credibility with all stakeholders including service users and staff, partners, providers and elected members that inspire confidence in the City Council.
6. Awareness of local, regional, national and international political and economic context impacting on local government
7. Excellent relationship management skills

### **Special Requirements**

Able to work whatever hours are reasonable and necessary.

This post is politically restricted.