

EPPING FOREST DISTRICT COUNCIL

ROLE PROFILE

JOB TITLE: Cultural Development Officer P/T

PURPOSE OF THE JOB:

Be responsible for the day to day direction of functions within post holder's area and for the delivery of outcomes.

Ensure the Council meets its statutory obligations and that the highest standards of probity and good conduct are maintained at all times.

Work collaboratively with the Community, Culture and Wellbeing team to bring about change and improvements to service delivery within finite resources.

Take collective responsibility for ensuring excellent services are provided to our customers.

KEY RESPONSIBILITIES

Corporate

Ensure our customer service and delivery is excellent and continually improves.

Take responsibility for ensuring that the Council's decisions and policies are implemented.

Demonstrate the Council's governance mechanisms, ensuring appropriate standards of performance, operational effectiveness, probity, safeguarding, risk management, safety, equality and open government are maintained.

Participate in projects to achieve the most effective services possible for the community, partners and the Council.

Service

To develop and deliver opportunities for cultural engagement and participation using various disciplines, in order to promote positive health and wellbeing, by establishing and facilitating workshops and projects, or connecting residents with wider available cultural opportunities.

To ensure work delivered has an accessible cultural offer open to all, increasing community engagement and participation to enhance health & wellbeing, reduce loneliness and isolation and grow sustainable, resilient communities.

To actively increase engagement specifically with members of the Community aged 60+ and children and young people of all abilities.

To develop opportunities for earned income and assist with the monitoring and evaluation of projects and initiatives and the writing of external funding applications.

Duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post.

SKILLS/KNOWLEDGE/ATTRIBUTES

Education	<p>Relevant professional degree/qualification or demonstrable equivalent work experience.</p> <p>Demonstrate a good understanding of safeguarding issues commensurate with the role.</p>
Experience	<p>Worked within an organisation of comparable scale and complexity.</p> <p>Proven experience of the work area and dealing with partners and colleagues at all levels of the organisation.</p>
Knowledge & Skills	<p>Strong inter-personal and communication skills, including the ability to establish positive working relationships with key stakeholders, partners and colleagues that generate confidence and respect.</p> <p>A good understanding of the use of technology for the delivery of modern, streamlined services and processes.</p> <p>A thorough appreciation, knowledge and understanding of the current issues facing local government.</p> <p>A demonstrable track record of developing and delivering a variety of participatory cultural and community engagement project to enhance health & wellbeing.</p>
Behaviours	
Trust	<p>Able to demonstrate personal conduct, integrity and credibility that inspires confidence in members, employees, customers, partners and others.</p> <p>The ability to take responsibility for actions, learn from mistakes through constructive feedback and trust colleagues.</p> <p>Self-aware and understands how own style and behaviour impacts on the performance of others.</p>
One Team	<p>Collaborative approach to knowledge sharing across teams.</p> <p>Successfully work as part of a team to achieve performance and results.</p> <p>Demonstrate strong emotional intelligence and resilience.</p>

Performance	<p>Strong focus on outcomes.</p> <p>Proactive and tenacious in approach.</p> <p>Demonstrate the ability and willingness to ensure continuous improvements in performance/service delivery</p> <p>To be accountable for personal performance, through meeting agreed personal targets and through undertaking planned programmes of professional development.</p>
Innovation	<p>Good judgement, strong analytical skills and the ability to use data and information intelligently and innovatively.</p> <p>Demonstrate the ability to adopt a creative and innovative approach to the role.</p>
Customer	<p>Demonstrate a strong customer focus.</p> <p>Demonstrate a strong personal commitment to quality and cost effective public services, informed by customer and community involvement.</p>
Other Requirements	<p>Strong inter-personal and communication skills, including the ability to consult, negotiate, persuade and influence others.</p> <p>Ability to attend meetings outside of normal working hours.</p> <p>Able to attend meetings, sites or events etc. where public transport does not exist or is limited, through utilising own vehicle where necessary.</p>