



Housing, Regeneration and Planning Regeneration Programme

Creative Enterprise Manager – Job Description

Position Details	
Post	Creative Enterprise Manager, Full Time, 3 years Fixed Term Contract
Service Area	Area Regeneration - Housing, Regeneration and Planning
Reports to	Head of Area Regeneration (one of three)
Grade	PO8
Job Family	To be completed by HR

Context
<p>The role sits within the borough's Regeneration Department.</p> <p>This role has come about through the ongoing work of the Regeneration Team to leverage, support and further develop a strong, vibrant and sustainable creative industries cluster around Tottenham and beyond, serving as an intrinsic part of a wider economic and skills offer for the whole area.</p> <p>This role also forms part of Haringey's bid to deliver against the Mayor of London's Creative Enterprise Zone Initiative, where the incumbent will be expected to champion the role creative industries can play in the economic and social success of place-based regeneration, aligning physical regeneration activity to the wider aspirations of sustainable communities and businesses.</p> <p><u>Tottenham Regeneration:</u></p> <p>Tottenham is the first major regeneration priority in Haringey's Corporate Plan.</p> <p>More than any other area, Tottenham encapsulates the inclusive and diverse spirit of London. Tottenham has a rich history, a cohesive community, north London's best transport links, a successful Premier League club, huge talent and a growing network of new businesses taking in the area. There is a great range of housing, 200 different languages spoken, outstanding schools and a strong community spirit. People don't just live in Tottenham, many say they belong.</p> <p>Tottenham Strategic Regeneration Framework (SRF) sets out an exciting vision for the future for Tottenham. It outlines the key strategies that will be used to revitalise Tottenham and help its residents meet their own ambition.</p> <p>Between now and 2025 some 5,000 new jobs, 10,000 new homes and a million square feet of new commercial space can be created. The scale of opportunity in Tottenham is at least as big as a new town of the Olympic Park.</p> <p><u>Wood Green Regeneration:</u></p> <p>Wood Green is the second major regeneration priority area in Haringey's Corporate Plan and will be an Opportunity Area in the next London Plan. The "Wood Green Area Action Plan sets out a framework for delivering 4,000 new jobs and 7,700 new homes.</p> <p>A busy, vibrant and well-connected part of North London, Wood Green has some brilliant strengths.</p>

Wood Green will combine outstanding and sustainable places for people to shop, socialise and create, with a wide and varied range of businesses. It will be a focus for opportunity and growth, a productive economic capital for Haringey, where people can come together, exchange ideas and put them into action.

This role will work closely with colleagues from Regeneration, Economic Development, Arts and Culture, Property, Housing and Planning as well as local politicians and strategic partners such as the GLA.

Role Purpose

To provide strategic oversight and lead the planning, coordination, budget and delivery of an ongoing programme of creative activities tied directly to the borough's regeneration programmes of Tottenham and Wood Green; maximising the areas' strong cultural assets, engaging the area's creative businesses in the development and delivery of same and fulfilling Haringey's place-making aspirations which impact positively on all of our communities;

To serve as the lead officer for Haringey's Creative Enterprise Zone aspirations, a core initiative of the GLA. To further develop and deliver the Creative Tottenham Action Plan which seeks to support and grow Tottenham's Creative Industries;

To act as the key point of contact and communication for the CEZ initiative, providing documentation as and when required. The role will also manage the CEZ steering board, and liaise with relevant stakeholders and partners both within and outside of the Council.

To work closely and collaboratively with the borough's strategic leads for culture to ensure a coherent approach to the Wood Green and Tottenham area developments, well aligned to a wider cultural strategy for the borough.

To liaise with the borough's cultural officer to ensure that any interface with internal and external stakeholders and funders is well-coordinated and takes into account borough-wide strategic planning.

Main Responsibilities

To be accountable and responsible for the ongoing development and implementation of a Cultural and Creative Economy Work Stream which will ensure that creativity is placed at the heart of regeneration programmes in Tottenham and Wood Green, supporting and growing the area's creative businesses and providing significant opportunities for local community engagement.

To lead on the development and delivery of projects as part of the regeneration programmes, which allow the community to access and benefit from the creative and cultural sector, including upskilling, employment and participation initiatives.

To create a framework in which artists, cultural organisations, businesses and innovators can work effectively, collaboratively and creatively within Tottenham and Wood Green, and which supports partnership working and advancement for all.

To develop an income generation plan, including proactively developing bids for internal and external funding (including S106), to support Tottenham and Wood Green's creative economy ambitions.

To directly curate and/or commission creative placed based projects across the Tottenham and Wood Green Regeneration Programmes.

To ensure a joined up approach towards the council's corporate policies and programmes that place culture and creative industries at the forefront of the Council's regeneration programme.

This will include but not be limited to Culture, Heritage, Planning and Economic Development.

To broker key relationships and work closely with the Council's partner agencies (e.g. Transport for London, London Underground, and the GLA) in Tottenham and Wood Green ensuring their plans are fully integrated, with additional opportunities for place based creative interventions maximised.

To champion and advocate Tottenham and Wood Green as major contributors to the cultural and creative landscape of London to the creative sectors, statutory bodies and other key stakeholders

To recruit and line manage staff, freelance subcontractors, project managers, artists and designers as and when required.

Generic Responsibilities

- 1) To work effectively within relevant Council policies and procedures in order to ensure that projects are delivered on time, to budget and to the expected quality standard, and that any professional support and advice is procured in an efficient and effective manner.
- 2) Proactively build relationships and partnerships with other services within the Council in order to integrate and align with wider corporate priorities and programmes of work.
- 3) Ensure that all programmes and projects are developed and implemented with full awareness of the cultural diversity of the neighbourhoods, and in accordance with equal opportunities and best practice
- 4) Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.
- 5) Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
- 6) Knowledge and experience of using IT.
- 7) To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role

Knowledge, Qualifications, Skills and Experience

Essential or Desirable

Experience

In-depth understanding of the creative industries in order to be able to support and signpost creatives businesses to take best advantage of opportunities within a regeneration context.	Essential
Experience of commissioning high profile, high quality innovative pan London public programmes that promote the area as a creative hub for local national and international audiences.	Essential
Experience of scoping, delivering and managing complex arts projects in the built environment - developing, implementing, maintaining and monitoring to tight deadlines.	Essential
Experience of leadership and partnership working as part of a multi-disciplinary team in the public, private or voluntary sector	Essential
Experience of building networks, collaborative working relationships, and building productive partnerships with a wide range of agencies and stakeholders	Essential
Experience of curation, commissioning and of contract management from	Essential

tendering through to completion	
Experience of successful fundraising and income generation	Essential
Experience of budget management – monitoring, reporting, authorising spend	Essential
Knowledge and Skills	
Knowledge of regeneration best practice and both private and public sector approach to culture and creativity as a means to support place-making.	Essential
Understanding of the role and function of cultural and creative activities in socio economic and physical regeneration	Essential
Working knowledge of the arts and creative industries in London and of the current challenges and opportunities facing the sector, including the context for public and private sector partnership support	
Working knowledge of the arts and creative industries and the wider benefits of culture within a local context and how it impacts diverse communities	
Ability to write high quality reports and publications in good English to tight deadlines, and present information clearly to range of audiences.	
Numerical and financial competence, including IT in Word and Excel, in order to analyse and aggregate data, manage significant budgets and evaluate performance.	
Willing to attend meetings, events in the evenings and weekends as required	
Qualifications	
Educated to degree level or equivalent.	

Main Contacts & Other Information
<p><u>Main Contacts:</u> Regeneration, Culture, Economic Development, Property, Housing and Planning colleagues External partners: GLA, TfL, London Underground, Local Schools and Colleges, Landowners and Developers</p> <p><u>Other Information:</u> This position requires the post holder to undergo a DBS (Disclosure and Barring Service) check.</p>
Organisational Structure
To be provided



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Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
x				
Are the staff based at the same work location?				No
Will the post holder be responsible for contract / agency / project staff?				Yes

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Yes	80%	Use of a computer.	Yes	70%
Audio typing.	No		Crisis or conflict situations.	No	
Walking more than a mile.	No		Manual handling.	No	
Working alone or in isolation.	Yes	10%	Working in confined spaces.	No	
Driving a car, van or minibus.	No		Preparing or serving food.	No	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	No		Working in awkward positions, e.g. stooping, bending, reaching.	No	
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	No		Operating heavy or hazardous machinery including forklifts, diggers or cranes.	No	
Regular and repetitive movements.	No		Working shifts / unsocial hours, nights.	Yes	5%

Outdoor work involving uneven surfaces.	No		Standing or sitting for prolonged periods.	No	
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Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights.	No		Working at heights / on ladders, roof work.	No	
Teaching, or responsibility for, children.	No		Outdoor work involving extremes of temperature.	No	
Electrical hazards.	No		Control and restraint.	No	

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:
Likely to be responsible for programme budgets up to £5m
Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:
No
Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:
No
Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:
No
Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:
No
Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:
No