



Housing, Regeneration and Planning

Regeneration Programme

Creative Haringey Manager – Job Description

Position Details	
Post	Creative Haringey Manager; full time
Service Area	Housing, Regeneration and Planning / Regeneration
Reports to	Head of Area Regeneration (one of three)
Grade	PO8
Job Family	To be completed by HR

Role Purpose
<ol style="list-style-type: none">1) To be accountable and responsible for the ongoing development and implementation of a Creative Programme which will ensure that arts and culture are placed at the heart of regeneration in Haringey, and capture the value of the creative business sector2) To develop and curate an inclusive arts and cultural programme for Haringey, maximising the area's strong cultural assets, creative businesses and place-making aspirations3) To directly curate and commission arts and culture projects across the Tottenham and Wood Green Regeneration programmes4) To lead on the delivery of workspace and business support schemes which support the growth of the Creative business sector5) To lead on the delivery of projects which allow the community to access and benefit from the creative and cultural sector, including upskilling, employment and participation initiatives6) To be accountable for the development of relationships and partnerships with council departments, creative industries, community organisations, and other key stakeholders7) To lead on and be accountable for the development of partnerships and collaborations with the wider creative and cultural sector8) To develop an income generation plan in order to deliver a sustainable Creative Programme, including leading on strategic bids and securing funding through Planning Obligations9) Use knowledge and networks to effectively market and promote arts and culture activities10) To lead on the integration with current corporate policies and programmes, and where necessary, the establishment of new policies, to place arts and culture at the forefront of the

Council's regeneration programme

- 11) Work closely with the Council's partner agencies (eg. Transport for London, London Underground, and the GLA) in Tottenham to ensure they are integrated within Arts and Culture activities in Tottenham and Wood Green.
- 12) To provide briefings to members and senior officers as required
- 13) To provide regular management updates into the Regeneration Programme reporting structure.
- 14) To manage staff and budgets as required

Main Responsibilities

- 1) Provide strategic oversight and lead the planning, coordination, budget and delivery of an ongoing artistic and creative programme within Haringey
- 2) To work effectively within relevant Council policies and procedures in order to ensure that creative and cultural 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.
- 3) Build audiences for the programme, increasing the reach and reputation; and ensuring wide engagement and participation in creative and cultural activities. In particular, disadvantaged groups with the local community should be targeted
- 4) 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
- 5) Create a framework in which artists, cultural organisations, creative industries and innovators can work effectively and creatively within Tottenham and Wood Green, and which supports partnership working
- 6) 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
- 7) Coordinate with key strategic delivery partners, including commercial developers, to ensure that arts and culture is integrated into the wider place-making programme
- 8) Champion and advocate Haringey as a major contributor to the cultural and creative landscape of London to the creative sectors, statutory bodies and other key stakeholders

Generic Responsibilities

- 1) Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.
- 2) Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
- 3) Knowledge and experience of using IT.

- 4) 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 1) Experience leading complex arts and cultural programmes and projects-developing, implementing, maintaining and monitoring to tight deadlines 2) Experience of leadership and partnership working as part of a multi-disciplinary team in the public, private or voluntary sector 3) Experience of building networks, collaborative working relationships, and building productive partnerships with a wide range of agencies and stakeholders 4) Experience of curation, commissioning and of contract management from tendering through to completion 5) Experience of scoping, delivering and managing arts projects in the built environment 6) Experience of successful fundraising and income generation 7) Experience of managing staff, and coordinating work across service areas where other officers are leading on delivery 8) Experience of budget management – monitoring, reporting, authorising spend	Essential Essential Essential Essential Essential Essential Essential Essential
Knowledge and Skills 9) Strong understanding of the arts and creative industries in London and of the current challenges and opportunities facing it, including the context for public and private sector partnership support 10) Understanding of the role and function of cultural and creative activities in socio economic and physical regeneration 11) Working knowledge of the arts and creative industries and the wider benefits of culture within a local context and how it impacts diverse communities 12) Ability to write high quality reports and publications in good English to tight deadlines, and present information clearly to range of audiences. 13) Numerical and financial competence, including IT in Word and Excel, in order to analyse and aggregate data, manage significant budgets and evaluate performance. 14) Willing to attend meetings, events in the evenings and weekends as required	Essential Essential Essential Essential Essential Essential
Qualifications 15) Educated to degree level or equivalent.	

	Desirable
--	-----------

Main Contacts & Other Information
<p><u>Main Contacts:</u> Housing, Regeneration and Planning colleagues Homes for Haringey colleagues External partners</p> <p><u>Other Information:</u> This position requires the postholder to undergo a DBS (Disclosure and Barring Service) check.</p>

Organisational Structure
Please provide organisation structure chart.



Housing, Regeneration and Planning Regeneration Programme

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	
---	----	--	--	----	--

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