

## Job Description Libraries and Heritage Manager

<b>Service:</b>	Cultural Services	<b>Team:</b>	Cultural Services
<b>Location:</b>	Preston		
<b>Salary range:</b>		<b>Grade:</b>	12
<b>Reports to:</b>	Head of Cultural Services	<b>Staff responsible for:</b>	Yes

### Job Purpose

The role is to:

Provide strategic leadership and management to, Libraries, the School Library Service, Prison Library Service, Mobile Library Service and the Museum Service (Museum sites, Collections, Conservation Service and Heritage Learning Team).

Provide leadership and management within Cultural Services on life-long learning and digital.

Leading across the service area at a senior level to inform service planning, development, delivery and associated budget management.

### Accountabilities/Responsibilities

- Contribute to the development and delivery of Cultural Services and sustain its approach as a member of the Senior Management Team
- Develop, implement and communicate strategic business plans and policies for Cultural Services in line with the core purpose and objectives of the County Council.
- Leading the delivery of service objectives to meet internal/external customers' needs, to inform multi-agency initiatives and to facilitate management decision making which will have medium to long term effects on the service.
- Leading on lifelong learning and digital strategy implementation across Cultural Services
- Effective leadership and management at a senior level of a diverse workforce to support excellence in service delivery. Leading, developing and promoting a culture of continuous professional development for all staff at each level.
- Ensure robust systems are in place to maintain and produce accurate and timely data required for statutory compliance, monitoring against performance standards and evaluation of service delivery.
- Positively engage with partners and stakeholders nationally, regionally, and locally to advocate and raise the profile of Lancashire's Cultural Services. Successfully influencing key decision makers at senior levels, both internal and external to the Council.
- Build and develop partnerships and relationships with elected members, senior officers, external organisations and the community to ensure services are developed in line with changing priorities and needs.
- Interpret complex management and financial information to review progress towards team objectives on an ongoing basis, and improve systems where appropriate to enhance data quality
- Lead on identifying and delivering change within the service area to ensure continuous operational, performance and efficiency improvement. This includes scoping and leading medium to large sized projects.

- Provide advice and guidance both internally and externally on a range of complex issues that may fall outside of established policies or procedures, to ensure that the best outcome for the service and Council.
- Advise the Council's senior managers and elected Members on appropriate strategies and policies required to deliver the job purpose. A good understanding of the political context at regional and local level and working in a constructive and sensitive way.

## Other

- **Equal Opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

- **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

- **Customer Focused**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

## Our Values

### We expect all our employees to demonstrate and promote our values:

- **Supportive**

We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.

- **Innovative**

We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.

- **Respectful**

We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.

- **Collaborative**

We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.



## Person Specification Libraries and Heritage Manager

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

<b>Qualifications</b>
<ul style="list-style-type: none"> <li>• Honours Degree level qualification or equivalent experience</li> <li>• Management qualification or equivalent</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>• Professional Qualification</li> </ul>
<b>Experience</b>
<p>Essential</p> <ul style="list-style-type: none"> <li>• Significant professional and/or management experience of a strategic operation/service</li> <li>• Effective Leadership and Management at a senior level of a diverse workforce to support excellence in service delivery</li> <li>• Developing initial service plans and managing services in line with agreed budgets, targets and plans</li> <li>• Innovative and creative management of services within a changing and challenging financial environment</li> <li>• Management and development of teams to ensure high quality service delivery against challenging objectives and resources</li> <li>• Engaging, guiding and motivating senior managers within the area of responsibility</li> <li>• Experience of working across services outside of the area of responsibility to ensure delivery of corporate objectives</li> <li>• Proven experience of leadership including change management, resource management and strategic HR experience</li> </ul>
<b>Knowledge, skills &amp; abilities</b>
<ul style="list-style-type: none"> <li>• Ability to build relationships and influence, develop and motivate at senior levels, internally and externally</li> <li>• Developed understanding of Corporate and service strategy and objectives and translation and implementation at local level</li> <li>• Ability to apply managerial judgement to ensure service area objectives are achieved</li> <li>• Strong analytical and problem solving skills</li> <li>• Strong project and change management skills</li> <li>• Good understanding of the political context at regional and local level and working with Elected Members in a constructive and sensitive way</li> <li>• Ability to lead, develop, manage and motivate services/teams in a challenging and changing environment</li> <li>• Ability to embed services which are compliant and fit with the wider organisational strategy</li> </ul>

- Comprehensive understanding of the activities and objectives of the Council, both current and future
- Ability to successfully influence key decision makers at senior levels, both internal and external to the council
- Detailed knowledge of relevant legislative requirements, national performance standards and statutory requirements as they relate to Cultural Services
- Highly developed interpersonal skills, including negotiation and influencing, communication and motivation
- Excellent planning, organisational, analytical, problem-solving, prioritising time management, marketing and presentation skills
- The ability to forecast the effect of external pressures – financial, legislative, political and to identify, develop and analyse alternative strategies to meet long term objectives and the needs of a diverse and complex organisation

#### **Other essential requirements**

- Commitment to equality and diversity.
- Commitment to health and safety.
- Display the LCC values and behaviours at all times and actively promote them in others.