**Director of Operations (Arts Funding)**

**Role Description**

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| Salary grade: |  | F |
| Team: |  | Arts |
| Reporting to: |  | Chief Executive |
| Line managing: |  | PA (Arts Funding Services)  Head (Business Development)  Manager (Evaluation and Research) |
| Location: |  | Flexible – can specify any Arts Council office as a base |
| Travel: |  | Frequent |

**The Arts Council of Wales**

Arts Council of Wales is an independent charity, established by Royal Charter in 1994. We are the national public body for funding and developing the arts in Wales.

Our vision is of a creative Wales where the arts are central to the life and well-being of the nation, making our country an exciting and vibrant place to live, work and visit.

The success of our vision depends on the imagination and creativity of our artists, the quality of their work and the efforts that are made to reach out to and inspire audiences. Our role is to create the environment in which ambitious, enterprising artists can grow and flourish, and where as many people as possible enjoy and take part in the arts.

**About this role**

The Director Operations (Arts Funding Services) is a key leadership role required to operate confidently at a senior level.

The Director Operations (Arts Funding Services) works collaboratively as a member of the Senior Leadership Team (SLT). SLT is Council’s principal executive decision-making body. Its role is to shape the overall objectives and priorities of the Arts Council, and to lead the development and implementation of policy. SLT is also responsible for the effective management of the Arts Council’s finances, its resources and people, ensuring that Council’s business is being managed in an accountable and appropriate manner.

The Director Operations (Arts Funding Services) oversees the provision of accessible and expert advice on the business and administration of funding and grants management processes. They also organise and deliver the monitoring of our Arts Portfolio Wales and Capital programme, supporting the developmental work of arts colleagues.

A particular focus of this post will be to meet Council’s determination to ensure that the organisation, administration and monitoring of the Arts Council’s funding programmes are managed in a robust, cost effective manner. The Director will therefore play a leadership role in the effective management of our corporate planning processes.

As part of our monitoring responsibilities it is essential that we have a detailed and accurate understanding of the activities we fund. Under the leadership of the Director, team members provide technical support and business intelligence on the performance of the Arts Council’s funded organisations. Our Evaluation and research functions are also located within this team.

The Director is expected to ensure that the Arts Council can talk with authority on the arts, make judgments about the arts, and to articulate Council’s policy in their areas of responsibility with confidence.

Specific corporate‑level responsibilities will vary and change according to the projects that Council wishes to advance.

**Principal responsibilities**

1. Governance and Corporate Management – is accountable for the effective delivery of the Arts Council’s business by:

* working with the Chair and Chief Executive (deputising for them when necessary)
* providing professional, high level advice – making recommendations to the Council and its Committees in their areas of responsibility
* overseeing the management of the Council’s Capital and Resilience programmes and the work of the Capital Committee
* leading the corporate management of our administrative relationships with the Arts Portfolio Wales and the monitoring processes that underpin our investment
* promoting the principles of cultural democracy
* driving the preparation, delivery and monitoring of the Corporate and Operational Plans and its priorities
* taking responsibility for corporate decision‑making as a member of the Senior Leadership Team
* working with members and officers of the Welsh Government, National Assembly and its Committees (as appropriate)

1. Policy, funding and investment – initiates, leads and oversees the development and implementation of operational and grants management processes in the following areas:

* Lottery and Strategic funds and investment in the Arts Portfolio Wales)
* the management and delivery of robust and accountable grants management
* monitoring and financial performance of the Arts Portfolio Wales through the co-ordination of organisation-wide assessment and monitoring
* maintaining our transactional relationships with the Arts Portfolio Wales
* monitoring the delivery of Capital projects
* co-ordination of the activities of Arts Associates
* leading on periodic Investment Reviews
* ensuring that legally accountable processes are in place for any delegation of Lottery funding
* co-ordinating the provision of specialist advice and expertise in support of our delivery of activities such as “Resilience”, business development and organisational trouble‑shooting

1. Equalities – actively promotes Council’s objectives by ensuring that Council and staff, individually and collectively, fully embrace the principles and priorities of our Equalities objectives.
2. Specialist knowledge – able to offer authoritative advice and specialist knowledge in the designated areas of policy.
3. Resource development – influences and negotiates with partners and stakeholders to develop additional investment to support the delivery of Council projects.
4. Partnerships – builds and maintains relationships at a senior level with local, national and international bodies and agencies.
5. Research, data and intelligence – oversees the delivery of a comprehensive programme of business intelligence, data gathering, research and evaluation.
6. Management – is accountable for ensuring the effective and appropriate use of financial, human and physical resources. This includes:

* supporting and mentoring staff (assisting with the planning, management and delivery of work, training and professional development)
* effective and accountable budget management
* the delivery of key projects or Arts Council services.

1. Well-being and sustainability – encourages an approach to the management and delivery of the Council’s activities that embraces a positive commitment to the Welsh Government’s well‑being goals.
2. Risk management – ensures that:

* appropriate steps are taken to: identify, manage and report on risks within area of responsibility
* the postholder adheres to those corporate policies that potentially expose the Arts Council to reportable risk.

1. Advocacy – promotes the profile of the Arts Council of Wales and the activities that it supports.
2. Flexibility – as a senior member of staff, is frequently required to work across the UK outside of normal working hours. Responsibilities also require occasional international travel.
3. Corporate compliance – adheres to those policies that protect the Arts Council and its staff against potential exposure to reportable risks and incidents. These include Anti-Fraud, General Data Protection Regulations, Welsh Language Standards, Wellbeing of Future Generations and Cyber Security/ICT use. (Staff responsibilities are defined in the relevant Arts Council policies.)
4. Additional duties – any reasonable duties consistent with the above.

**Knowledge, experience and attributes**

We want to attract to our organisation people who have an interest in the arts, a commitment to the principles of open and accountable public service, and the flair to work with a diverse range of customers. We believe in setting the highest standards in all aspects of our work. Every member of staff is therefore an ambassador for the company and we expect everyone to respect and uphold our reputation.

We aspire to be an innovative, forward looking organisation. We look to our staff to work collaboratively with each other to ensure that we’re efficient, effective and useful.

We take for granted that our staff will be competent in their management of routine administration and that they’ll have developed good organisational skills. So we’re particularly interested in staff who have the ability to work imaginatively and flexibly to tackle the challenges that they’ll face – staff who have the initiative and drive to thrive in a busy work environment and who derive satisfaction from achieving ambitious and stretching targets.

In addition, this role requires the following specific knowledge, experience and attributes. Applicants will be assessed against the essential and desirable criteria set out below:

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|  | **Essential** | **Desirable** |
| **Knowledge** | * A passion for the arts and the vision to develop initiatives and strategies that advance the Arts Council’s priorities * A detailed practical understanding of the management of public funding and the administration of grant application processes * A familiarity with online/web based funding processes * A familiarity with the analysis and interpretation of business plans and financial information * A thorough understanding of equalities issues and their practical application to the Arts Council’s work * A thorough understanding of the regulatory obligations that apply to a public body |  |
| **Skills** | * Competent IT and administrative skills |  |
| **Experience** | * A relevant degree and/or substantial professional experience at a senior management level within the arts * Experience of delivering and/or monitoring significant capital projects * Experience of project planning and project management * Experience of initiating, developing and implementing policy * Significant financial and business literacy – the ability to plan and manage budgets, and assess, diagnose and address financial and operational issues in the arts |  |
| **Attributes** | * The personal authority to operate credibly at a senior management level, and the flexibility to work effectively as a member of a team * Excellent spoken and written communication skills – the ability to be an effective and persuasive advocate and negotiator * Excellent leadership and management skills, and the experience to inspire, mentor and support staff * A commitment to continuing professional development * The ability and willingness to frequently travel throughout Wales, the UK and occasionally overseas and to work unsocial hours as the need arises (this could be at least a monthly requirement) |  |
| **Welsh language** |  | * Fluency in Welsh (both written and spoken) |