# Portfolio Manager

## Role Description

|  |  |  |
| --- | --- | --- |
| Salary grade: |  | E |
| Reference number: |  | PM |
| Team: |  | Arts |
| Reporting to: |  | Directors - Arts Development or Arts Engagement |
| Line managing: |  | Development Officers |
| Location: |  | Flexible – can work from any Arts Council office |
| Travel: |  | Frequent |

### The Arts Council of Wales

Arts Council of Wales is an independent charity, established by Royal Charter in 1994. It is a Welsh Government Sponsored Body whose members are appointed by the Welsh Government.

The Welsh Government provides the majority of our funding. We also distribute funding from the National Lottery and raise additional money for the arts where we can from a variety of public and private sector sources.

We’re ambitious for 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. We work to create the environment in which ambitious, enterprising artists can grow and flourish, where as many people as possible enjoy and take part in the arts.

### Our values

As a public body we’re expected to uphold the highest standards of accountability and openness. We also value creativity and innovation. Our staff often work together in groups and teams to achieve our programmes of work. We place particular emphasis on flexible, collaborative working and support our staff to nurture and develop these skills.

### About this role

Portfolio Managers play a fundamental role in the practical delivery of the Arts Council’s policy priorities through their planning, co-ordination and implementation of programmes, projects and tasks. Post holders will be entrepreneurial in outlook and possess expertise across a range of arts and/or technical disciplines.

As senior arts professionals, Portfolio Managers combine significant arts expertise with strong business knowledge and organisational awareness. They are able to speak authoritatively on their areas of expertise but have the operational and project management skills to lead and co-ordinate fixed term, flexible project teams.

Portfolio Managers will be expected to manage themselves on a largely self‑administering basis, and with a minimum of direct supervision. For the majority of their time they will be expected to be working locally in the field. Portfolio Managers will line manage Development Officers and as experienced arts professionals they will be expected to be strategic leads in approved projects and policy development and to manage, mentor and supervise staff from other teams (as appropriate) in the delivery of projects.

Given the flexible nature of the role, a Portfolio Manager might have a range of responsibilities that includes the following:

* a ‘package’ of arts or professional specialisms
* being a strategic lead on areas of policy
* a geographical role (e.g. a region of Wales)
* programme or project management responsibility
* a mentoring role with an Arts Portfolio Wales (APW) organisation
* providing specialist advice and involvement in funding decision meetings
* seeing work, developing knowledge and expertise

Portfolio Managers will be responsible for budget management and the deployment of funding and resources in relation to their area of responsibility. They will do this with the support and guidance of the Senior Leadership and Finance teams ensuring the maximum alignment between strategic priorities and the availability of funds.

### Principal responsibilities

Governance – supports the effective and accountable management of the Arts Council’s business by:

* attending, as required and relevant, meetings of Council and its Committees
* ensuring that projects and programmes of work reflect the Arts Council’s corporate priorities.

Specialist knowledge – The precise definition of responsibilities in relation to art form of the post will vary from time to time and in accordance with the priorities and projects identified during our corporate planning processes. However, Portfolio Managers are expected to maintain an informed and authoritative knowledge and understanding of the arts across one or more discipline and be able to assess and critique creative work with confidence.

Policy – provides specialist knowledge to assist with:

* the development of arts policy and strategy
* the monitoring of arts activity (especially the activities of our revenue funded organisations)
* the delivery of our corporate strategies.

Advice and information – supports our Information Service, wider staff team, and outside bodies and individuals by:

* responding to requests for specialist help or advice
* contributing to advice surgeries and events
* preparing information and briefing materials
* delivering briefings/presentations in areas of individual responsibility.

Arts Development – assists artists, arts organisations and creative professionals to develop their creative potential by:

* assessing and diagnosing performance and effectiveness
* sharing knowledge on best practice in the arts
* supporting business development needs
* advising on income generation.

Sector and Programme Development – advancing the knowledgebase of the Arts Council of Wales about current provision across Wales and supporting the development of corporate priorities through:

* planning and convening meetings of the Sector Development Groups according to specialisms, including providing overviews of the sector(s) to feed into wider discussions on developmental and APW organisations through the business planning overview and quality monitoring processes
* planning and convening meetings of the Programme Development Groups according to corporate priorities, including providing overviews and analysis to identify strategic activity and interventions to progress to Project development stage
* ensuring the group’s expertise is harnessed and co-ordinated so that it can to feed into the development/delivery of corporate priorities and wider projects
* providing a wider sectoral and programme perspective to discussions concerning individual organisations and during grant decision making processes.

Project delivery – designs, co-ordinates and manages the delivery of tasks and projects (as a member/leader of a team) in accordance with the project management framework. Responsible for:

* monitoring, evaluating and reporting project outcomes aligned to corporate priorities
* managing budgets allocated to project work.

Engagement – encourages the development of positive and collaborative relationships with artists and arts organisations and with stakeholders. This includes sectors and institutions working outside of the arts (as relevant to sector), programme and project needs. Attendance at networks and forums is also an aspect of the role.

Quality monitoring – promotes the pursuit of excellence in the arts in Wales by:

* mentoring and supporting Arts Associates
* contributing to our processes of quality monitoring
* seeing, and reporting on, work
* undertaking quality assurance reviews on Arts Council produced policy
* co-ordinating the Officers’ work on Arts Review reports and assisting with organisational trouble-shooting
* participating in APW Annual Review Meetings
* updating skills and knowledge.

Management – is accountable for ensuring the effective and appropriate use of financial, human and physical resources. This includes:

* monitoring delivery and outputs supporting and mentoring staff (assisting with the planning, management and delivery of work)
* training and performance development
* ensuring compliance with any policies, regulation or guidelines in areas of responsibility
* matrix management of a wider group of staff in relation to programme or project work.

Funding – supports the effective distribution of funding by:

* chairing and contributing to grants decision-making meetings, including the production of accurate minutes, ensuring officers are equipped to feedback to applicants
* ensuring close alignment between the Arts Council priorities and budget management.

Advocacy – promotes a positive profile for the Arts Council of Wales and the activities that it supports. This includes representing and/or presenting at key events in Wales and beyond as appropriate to sector, programme or project needs.

Strategic partnerships – ensuring that the Arts Council of Wales is able to advance its corporate priorities, including:

* developing partnerships with external contacts to advance our corporate priorities
* representing the Arts Council at events/meeting with external partners and organisations
* deputising for Directors as appropriate.

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.)

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:

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** | * An arts degree and/or professional managerial experience within the arts |  |
| **Knowledge** | * A passion for the arts and the entrepreneurial ability to manage and implement initiatives that advance the Arts Council’s priorities * A wide ranging knowledge of the arts (particularly contemporary arts practice and the arts and cultures of Wales) * A thorough understanding of equalities issues and their practical application to the Arts Council’s work |  |
| **Skills** | * Highly competent IT and administrative skills |  |
| **Experience** | * Experience of public policy making and project management * A practical working knowledge of financial and business issues – the ability to assess, diagnose and address organisational issues | * Experience of working within a similar role within the charitable or public sector |
| **Attributes** | * The ability to think logically and strategically in the planning, management and execution of complex projects and tasks * Outcome orientated, with the ability to work under pressure and the determination to drive tasks through to practical completion * The ability to be self servicing and to work with a minimum of direct supervision * Capable of making decisions outside of the established framework and understanding the impact that would have on the area of work * Excellent spoken and written communication skills – the ability to be an effective, credible and persuasive advocate * The leadership, experience and management skills and to inspire, mentor and support staff * A commitment to continuing professional development * The ability and willingness to frequently travel throughout Wales, the UK and/or overseas, and to work unsocial hours when the need arises. |  |
| **Welsh language** |  | * Fluency in Welsh (both written and spoken) |