

**Creative Scotland
Job Information Pack
Place, Partnerships &
Communities Officers –
Permanent & Fixed Term**

**Deadline – 12 noon,
Wednesday 29 September 2021**



ALBA | CHRUTHACHAIL

Awarding funds from
 **THE NATIONAL LOTTERY®**

Who we are

Creative Scotland is the national development organisation for the arts, screen and creative industries.

We support the creative community across all parts of Scotland on behalf of everyone who lives, works or visits here.

We enable people and organisations to work in, and experience, the arts and creative sectors in Scotland by helping others to create culture through developing great ideas and bringing them to life.

Our role as a development organisation is to be an intelligent funder of the arts, screen and creative industries, to be a national and international advocate on their behalf and to positively influence attitudes, behaviours and policies.

We distribute funding from the Scottish Government and the National Lottery.

Our vision is for a Scotland where everyone actively values and celebrates arts and creativity as the heartbeat for our lives and the world in which we live; which continually extends its imagination and ways of doing things; and where the arts, screen and creative industries are confident, connected and thriving.

We have five ambitions that frame our collective aims. We want Scotland to be a country where:

- Excellence and experimentation across the arts, screen and creative industries is recognised and valued.
- Everyone can access and enjoy artistic and creative experiences.
- Places and quality of life are transformed through imagination, ambition and an understanding of the potential of creativity.
- Ideas are brought to life by a diverse, skilled and connected leadership and workforce.
- Scotland is a distinctive creative nation connected to the world.

You can read more about our work and our plans on our web site: www.creativescotland.com



What we are looking for – Place, Partnerships & Communities Officers – Permanent & Fixed Term

Permanent Contract & Fixed Term Contract for 6 Months Full time (36 hours per week)

Salary: £29,285 (Grade C) pro rata plus pension and benefits

We are looking for two Place, Partnership & Communities Officers, one role will be a permanent post and the other on a fixed term basis for an initial 6 months. The roles will support Creative Scotland's work in the context of our Strategic Plan and our Annual Plan. This role sits within the Strategy Directorate and will work closely with the Head of Place, Partnerships and Communities to support the delivery of the Culture Collective and Place Partnership Programmes and our relationships with local authorities, cultural trusts and other local networks.

You will work across different art-forms and with artists, cultural organisations and community groups within the context of place. This will require you to work closely with colleagues across Creative Scotland and develop local, national and international partnerships both within and out with the cultural sector.

Our ideal candidate will have demonstrable ability in building new relationships and be able to communicate effectively with a range of external partners at various levels. You will be required to have experience of advising a range of stakeholders on issues related to place and communities, in particular artists, creative practitioners and cultural organisations.

You will also have an understanding and experience of working in partnership with local authorities, artists and communities, and a knowledge and understanding of the policy contexts in which local authorities work.

We require the candidate to be highly organised, with ability to self-plan and prioritise their workload, as well as excellent interpersonal skills including communication, influencing and negotiating.

The post requires a good understanding of the creative and policy context in which Creative Scotland works and a clear commitment to promoting Equalities, Diversity and Inclusion.

**Closing date for receipt of completed application forms is:
12 noon, Wednesday 29 September 2021.**

**Interviews will be held online via Microsoft Teams on:
Wednesday 13 October 2021.**

If selected for interview you will be expected to be available on this date.

If you are interested in applying for this vacancy, an application form can be downloaded from our website at www.creativescotland.com/jobs

It is essential that all applicants have eligibility to work in the UK.

Creative Scotland is an equal opportunities employer.

The role in detail

Job Title: Place, Partnerships & Communities Officers x2

Directorate: Strategy

Reports to: Head of Place, Partnerships & Communities

Salary: £29,285 pro rata plus pension and benefits

Grade: C

Full Time (36 hours per week)

Contract: Permanent & Fixed Term, 6 Months

Job purpose

This role sits within the Place, Partnerships and Communities (PPC) Team and supports the delivery of the Culture Collective and Place Partnership Programmes and our relationships with local authorities, cultural trusts and other local networks. Further, this role supports the PPC team to work across different art-forms and with artists, cultural organisations and community groups within the context of place. This requires working closely with colleagues across the organisation and developing local, national and international partnerships both within and out with the cultural sector.

Specialist knowledge, expertise, and/or experience (if applicable)

A good understanding of the role of arts and creativity and how this can contribute to the cultural, social and economic development of communities and places. An understanding and experience of working in partnership with local authorities, artists and communities and a knowledge and understanding of the policy contexts in which local authorities work.

Key duties and responsibilities

Your job description is intended as a flexible framework which outlines the key areas of activity within your job. Other activities may be required which are not outlined in the list below, but which are appropriate to the job grade.

Key duties and responsibilities:

- Support the development and delivery of agreed strategic projects and initiatives that will progress Creative Scotland's ambitions. This includes acting as the lead contact for several ongoing Place Partnerships and supporting the development and delivery of a renewed approach to Creative Scotland's Place-based working and collaboration with local authorities.
- Provide guidance and support to local cultural organisations and community groups. This includes representing Creative Scotland at community events and funding fayres.
- Support Creative Scotland's understanding of local contexts so our development and funding activity is fully informed. This includes building relationships across a cluster of local authority areas and developing and maintaining regional briefings.
- Collaborate with relevant Specialism Heads / Managers to support the delivery of Creative Scotland's annual and 10-year plans and the agreed strategy.
- Maintain a local, national and international overview of your areas of responsibility.

Funding duties and responsibilities:

You will support activities relating to Creative Scotland's funding programmes, including;

- Act as Lead Officer for allocated organisations, maintaining positive and effective relationship management.
- Assess applications for funding against agreed criteria and/or provide specialist/expert support to others' assessments, including;
 - Providing pre-application guidance
 - Providing feedback on funding decisions
 - Providing specialist comments for other teams when required
 - Contributing to panel decision making
- Ensuring monitoring and review processes are implemented during the funding period, working closely with colleagues to ensure the effective monitoring of any agreed funding agreements.
- Work with the National Lottery Community Fund to oversee and develop the Awards for All Scotland partnership.

Operational duties and responsibilities:

- Operational duties & responsibilities: Manage or co-ordinate the delivery of agreed project related initiatives / activities which work towards the achievement of Creative Scotland's vision and strategic priorities.
- Contribute to the evaluation of agreed projects or assigned programmes and participate in cross-organisational groups when required.

Who we are looking for – the Person Specification

Experience/knowledge

- Demonstrable track record of working in the cultural sector.
- Can demonstrate experience of working within (or in partnership with) a local authority.
- Understands the political and administrative structures of local government in Scotland, including the principles and practice of community planning.
- Demonstrable ability to work closely / communicate effectively with a range of external partners at various levels.
- Experience of advising a range of stakeholders on issues related to place and communities, in particular artists, creative practitioners, and cultural organisations.
- Experienced in the provision of regular reports and briefing information to senior staff.
- An understanding of equalities, diversity, and inclusion with experience of embedding this within your specialism.
- A track record of delivering agreed objectives within specified timetable.

Qualifications

- Either a relevant undergraduate degree or equivalent professional experience in terms of the intellectual, reasoning, and analytical requirements of the job.

Skills/attributes

- Good interpersonal skills including, communication, influencing, negotiating.
- Effective administration / project and resource management skills.
- Plain English (business) report writing skills.
- Highly organised, with ability to self-plan and prioritise workloads.
- Effective IT skills, particularly Microsoft Office.
- Effective decision-making skills.
- Adaptive resilience.

Our Strategic Framework

This Framework is aligned to our formal remit and legislative duties, setting out our broader aims as well as our priorities for supporting future recovery and renewal of the arts, screen and creative industries across Scotland. It is set out in our Annual Plan for 2021-22 available at: [Annual Plan 2021-22 | Creative Scotland](#).

What we want to see:

- People and organisations working in art and creativity are supported to make work of quality and ambition that enriches life in Scotland for everyone.
- More people from all parts of society access, participate in and value a range of artistic and creative activities.
- Art and creativity are recognised by people at home and abroad as a central part of our nation.

We will do this by:

- Ensuring that the funding we distribute from Scottish Government and the National Lottery delivers the widest possible public benefit across Scotland.
- Advocating for the arts and creativity, promoting policy and practice that enhance their growth.
- Using our skills, knowledge, and expertise to enable creative development.

We will prioritise:

- Equalities, Diversity & Inclusion: Supporting a diverse range of creative people, communities, and activity, promoting an equality of opportunity to create, participate and engage.
- Sustainable Development: Helping tackle the climate emergency, and supporting the growth of sustainable creative businesses across Scotland.
- Fair Work: Promoting fair pay, conditions, and employment opportunities across the creative sector.
- International: Developing innovative and sustainable ways of strengthening international collaboration and promoting artistic and cultural exchange.

We will commit to:

- Increasing the diversity of who receives and benefits from our support.
- Ensuring all our support contributes to fair pay, conditions, and employment opportunities.
- Significantly reducing the environmental impact of our work and those we support.
- Responding to local contexts, promoting artistic development and business sustainability across all parts of Scotland.
- Building on our existing support for international collaboration and artistic exchange.

How to Apply

If you are interested in applying for either vacancy, an application form can be downloaded from the Creative Scotland website www.creativescotland.com/jobs.

You should complete and return your application form to us before the deadline and indicate which post you are interested in; you can apply for both. Please note we cannot receive any applications after this time.

In your application Creative Scotland will ask you to outline a series of competencies and behaviours which allow you to tell us about your previous experience and demonstrate your suitability for the role. For more information on our Competencies and Behaviours, see the next section.

Competencies and Behaviours

What are Competencies and Behaviours?

Competencies and Behaviours are the underlying characteristics that lead to superior performance in an individual's job. They include qualities, skills, attributes and traits that help people to be successful. Our Competencies and Behaviours go beyond the traditional focus on academic qualifications, technical skills and experience, providing a framework for assessing and developing deeper-seated personal skills. Our Competencies and Behaviours are also capable of being developed in people rather than being fixed and immovable.

Our Competencies and Behaviours themes

Our Competencies and Behaviours provide clear focus to support the recruitment, development and continuous improvement of employees across Creative Scotland in a clear and consistent way. Each competency has a general description, followed by a list of attitudes/behaviours that indicate competence in the relevant area. They are clustered across three themes – People and Relationships; Delivery and Performance; and Development and Improvement.

Why do we need Competencies and Behaviours?

Our Competencies and Behaviours serve several purposes, which together enable Creative Scotland to improve and develop its staff and services. They:

- inform prospective employees what is expected of them
- inform employees of the sort of attitudes and behaviours Creative Scotland encourages when carrying out their duties
- shape and define a culture based around strong principles such as creativity, collaboration, accountability, continuous improvement and equality
- support staff at all levels in their development in order to maximise their potential.

Our Competency and Behaviour themes

Theme 1 People and Relationships	Theme 2 Delivery and Performance	Theme 3 Development and Improvement
<ul style="list-style-type: none"> • Collaborative Working • Leadership • Communication 	<ul style="list-style-type: none"> • Understanding the Vision • Accountability • Decision Making • Performance 	<ul style="list-style-type: none"> • Building Knowledge and Expertise • Continuous Improvement • Adaptable and Flexible • Strategic Thinking (Senior Leadership Team only)

Our Competencies and behaviours

Theme 1: People and Relationships

These Competencies and Behaviours are about how we build and manage relationships with people, internal and external, to Creative Scotland.

	Competency and Behaviour	For Creative Scotland, this means we...	Effective people are likely to:	... and effective leaders are also likely to:
1:	Collaborative Working	provide and seek support from colleagues and engage with all partners to better understand their requirements. It involves being connected and ensuring people view Creative Scotland as experts; it's also about building rapport; using our positive influence; working effectively together; and recognising the roles we all play.	<ul style="list-style-type: none"> • build and maintain mutually beneficial and deep-rooted internal and external relationships • work well with colleagues, support others and take a partnership approach • build and maintain mutually beneficial relationships • actively build rapport with new people and work to build and develop on going relationships • maintain positive relationships and partnerships • use their positive influence to grow partnerships externally and internally • be responsible for identifying and working with the wider sector, brokering connections. 	<ul style="list-style-type: none"> • build and maintain mutually beneficial and deep-rooted internal and external relationships • encourage their team to build strong relationships with others internal and external to the organisation • be responsible for identifying and working with the wider sector, brokering connections • work across teams to deliver projects and solve issues.

Competency and Behaviour	For Creative Scotland, this means we...	Effective people are likely to:	... and effective leaders are also likely to:
2: Leadership	provide expertise and direction to others so that outcomes are a shared effort, a shared vision and a shared success. This is about supporting colleagues and partners and sharing knowledge in order that they make the right decisions and maximise their opportunities.	<ul style="list-style-type: none"> • share expertise, knowledge and experience with colleagues and partners • consider other's needs and make time for people • build trust and mutual respect • motivate and inspire others • think long term and strategically. 	<ul style="list-style-type: none"> • motivate and inspire others • lead their team by giving clear direction and guidance • support their team to deliver on their objectives, to plan • ensure the team has the information and knowledge they need • be able to positively influence others to their way of thinking.
3: Communications	engage people in our aims and ambitions by listening to others and thinking about style, content and method of communication so that our meaning is understood. It's about, not only the written and verbal communications, but also about being engaging and using effective non-verbal communications.	<ul style="list-style-type: none"> • use the most appropriate communication method for the situation • use clear language and avoid jargon • be confident in their communication • listen to others • present information in a way that engages people • share information openly and at the right time. 	<ul style="list-style-type: none"> • regularly communicate with their team • evaluate the effectiveness of their communications • encourage open communication between teams and partners • be considerate when communicating difficult messages • use effective communication to build external relationships.

Theme 2: Delivery and Performance

These Competencies and Behaviours are about performance and how, in order to deliver, everyone should understand the organisation's Vision and Priorities; where and how their role fits and what contribution is required from them.

Competency and Behaviour	For Creative Scotland, this means we...	Effective people are likely to:	... and effective leaders are also likely to:
4: Understanding the Vision	have a full understanding of how our contributions support the organisation which helps us all feel part of the organisation. For some in the organisation this area is also about having a breadth of perspective and understanding the impact the organisation has on the wider cultural system and economy, and vice versa.	<ul style="list-style-type: none"> • be clear on the organisation's Vision and Priorities • know where and how their contribution fits • shows interest in information wider than their own specialism. 	<ul style="list-style-type: none"> • keep connected with the sector and policy changes • scan the horizon for critical changes and technologies • understand the wider cultural system and economy.
5: Accountability	take appropriate ownership of projects, tasks and activities. It involves taking responsibility for decisions and keeping promises and commitments to others.	<ul style="list-style-type: none"> • take ownership and ensure the end result is delivered • understand the wider impact of their action or inaction • take decisions on time and based on all available information. 	<ul style="list-style-type: none"> • build a culture of ownership by ensuring the team takes responsibility for its actions and decisions • hold others accountable and challenge when appropriate.
6: Decision Making	<p>are objective and use evidence and our expertise to make decisions and give advice.</p> <p>It means we need to understand our areas of expertise and consider and evaluate information before making measured and reasoned choices; for some, it will mean consideration of strategic plans and impact is important. We all use our creative thinking to solve problems and develop solutions.</p>	<ul style="list-style-type: none"> • gather information before making decisions • use their judgement, creative thinking and objectivity • take into account the implications and risk of any decision • involve others when appropriate • be influential in their decision making due to their research and expertise • be able to make and communicate tough decisions. 	<ul style="list-style-type: none"> • justify decisions based on organisational priorities • share information and support their team in decision making • empower others to make decisions • be able to make and communicate tough decisions.

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Competency and Behaviour	For Creative Scotland, this means we...	Effective people are likely to:	... and effective leaders are also likely to:
7: Performance	focus on delivering the agreed outcomes and goals for our roles; being creative with ourselves and our partners. It's about thinking ahead on what needs done and planning appropriately to ensure timescales are met without compromising delivery, creativity and service.	<ul style="list-style-type: none"> • Think ahead and take appropriate action • plan to deliver excellence at all times • think creatively • deliver quality, on time and, if appropriate, to budget • plan their workload and manage their time • follow due process and corporate governance. 	<ul style="list-style-type: none"> • review and drive the team's performance • plan and give the correct attention to strategy and operational matters • regularly review performance with their team • ensure the team understands and works to processes • understand and work within governance standards.

Theme 3: Development and Improvement

These Competencies and Behaviours are about building an environment of continuous improvement and learning so that the services we deliver are continually improving through our people and our processes.

Competency and Behaviour	For Creative Scotland, this means we...	Effective people are likely to:	... and effective leaders are also likely to:
8: Building Knowledge and Expertise	have a workforce of continually developing experts. This is about being open to learning and continuing to build and practice our expertise, not only in our specialist areas and the organisation but also in the wider sector; it's about growing our positive influence.	<ul style="list-style-type: none"> • have a desire to learn • be open to the ideas and suggestions of others • strive to be an expert in their specialism/work area • take responsibility for their own knowledge and development • be connected to the wider sector • share information with others • support others to learn. 	<ul style="list-style-type: none"> • encourage the team to build expertise and knowledge • encourage learning, and the practise of new skills within the team • promote learning across teams and sectors • share knowledge, learning and expertise across all partners.

Competency and Behaviour	For Creative Scotland, this means we...	Effective people are likely to:	... and effective leaders are also likely to:
9: Continuous Improvement	are responsive and adaptive and think ahead for future changes and developments. In an ever-changing landscape it is important to stay connected and be proactive in finding solutions and creating new ideas.	<ul style="list-style-type: none"> • develop, on an ongoing basis, their service or activities • be innovative and creative in their approach • find solutions to fix problems • make suggestions for improvement. 	<ul style="list-style-type: none"> • seek feedback in order to support future improvements and decision making • encourage innovation and improvement • work with the team to build a culture of continuous improvement.
10: Adaptable and Flexible	are aware that change is part of our lives and, through being adaptable and flexible, we are responsive and open to these changes and improvements.	<ul style="list-style-type: none"> • be open to change, both in their team and the organisation • be constructive in asking questions and raising concerns • consider how the change will impact on workload and plans • help colleagues and partners understand the change. 	<ul style="list-style-type: none"> • help the team recognise and deal with change, through clear communication • consider plans and strategies for change if appropriate • approach change with a positive mind-set • provide leadership throughout any significant change.
11: Strategic Thinking (Senior Leadership Team only)	look wider than the organisation and constantly review the political and sector landscapes. It's about using this long-term and high-level information to plan for the organisation so that opportunities are taken, changes made and influence maximised.	<ul style="list-style-type: none"> • understand the external landscape • set the strategy or high-level plans • translate this strategy into divisional objectives or goals • support their managers in translating these objectives or goals into local team plans, and the communication of these • monitor these plans (supporting their managers), feed back and take action when required • role model the values and behaviours day-to-day. 	