**Manchester City Council**

**Role Profile**

**Project Manager (Manchester Creativity in Place), Grade 8**

**Libraries, Galleries and Culture, Neighbourhoods Directorate**

**Reports to: Culture Lead**

**Job Family: Project and Programme Management**

**Key Role Descriptors:**

The role holder will plan, implement and manage locally focussed projects and

programmes of work, translating strategy into action, and ensuring local,

priorities are reflected and incorporated.

The role holder will effectively liaise and engage with residents, community

groups, businesses and other stakeholders to activate and involve them in

solutions to neighbourhood issues.

The role holder will develop strong working relationships with partners to

ensure that services are working to the highest standards to provide a quality

environment for Manchester residents.

**Key Role Accountabilities:**

Provide effective management, coordination and direction of a varied workload, managing responsive and proactive activity and communicating the authority’s vision, corporate values, aims and objectives.

Design and implement projects, including the deployment and motivation of staff, to achieve organisational priorities and contribute positively to the development of a customer focused culture.

Work closely with other managers, services and key partners, to ensure effective integrated working within and across virtual teams and to ensure a consistent approach is taken to work activity across local areas.

Fully consider local priorities and the needs and aspirations of residents, activating and involving all sections of the community. Where appropriate, develop and coordinate stakeholder groups including cross directorate partners, including voluntary community sector, public, private and statutory sector partners in the delivery of objectives.

Represent the authority in establishing and maintaining local connections,

building trust and confidence with members, residents, businesses and other

stakeholders, and communicating and promoting initiatives.

Lead on identifying opportunities to attract external funding and to monitor the

impact of funding to ensure that the intended outcomes are satisfied.

Define scope of projects and initiatives, ensuring deadlines are understood and adhered to and that objectives are clearly articulated and understood.

Assist in the provision of solution options to complex problems, and develop robust business cases to support all change activities so that decision making is supported.

Ensure projects and initiatives are effectively resourced and that key stakeholders are identified, and roles and responsibilities agreed and communicated effectively.

Manage stakeholder and customer expectations throughout the lifecycle of the project or initiative. Develop and maintain effective relationships with senior officers and other key stakeholders, ensuring clear and effective channels of communication.

Proactively develop and maintain the project risk and issues schedule, regularly monitoring, updating and reporting on progress.

Roles at this level may be required to manage a range of assigned resources, which may be human, financial or other, to ensure continuous improvement in service delivery. Staff management duties may be either through direct line management of a team (including appraisals, performance management and other duties) or through matrix management of a virtual team of officers.

Personal commitment to continuous self-development and service improvement.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

**Where the role holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.**

**Role Portfolio:**

**The Neighbourhoods Service**

The Neighbourhoods Service is an integrated model for the delivery of neighbourhood services that combines Citywide Services providing strategic direction and operational management of services together with specialist technical support, and 3 Neighbourhood based teams.

The purpose of the Neighbourhoods Service model is to effectively realise Manchester's vision and outcomes for neighbourhoods that are key to the delivery of the Our Manchester Strategy. The vision is for clean, safe and green neighbourhoods where people choose to live, with access to employment opportunities and a high-quality sport, leisure and cultural offer. Neighbourhoods should be places where communities are engaged and have an increased sense of pride and community cohesion.

**Libraries, Galleries and Culture**

The Libraries, Galleries and Culture Service brings together high-quality universal services which underpin learning, engagement, health and wellbeing and support the priorities of the City Council.

Services are delivered via Library, Information and Archives Services; Galleries and the Culture Team; together with access to and activation of services through partnership working and engagement the service provides citywide and neighbourhood focussed programmes, the Central Library and Manchester Art Gallery area also key visitor destinations for the city.

The neighbourhoods Culture Team collaborates closely with its sister team in City Policy and together work with artists, organisations, funders and communities to encourage inclusion, innovation, sustainability and collaboration across culture and creativity. The team works to create the conditions for arts and culture to recover, to be resilient in face of current challenges and to flourish, for the benefit of Manchester residents.

Alongside internal and external partners the team has a pivotal role in delivering the city’s 10-year cultural strategy, *Everyone, Everywhere: 2024 – 2034*, which aims to grow culture and creativity in more places, with more programmes and people across the city.

**Manchester’s Place Partnership – Culture and Creativity in Place**

Culture and Creativity in Place is Manchester’s Place Partnership and an early exemplar project for the city’s newly launched cultural strategy, *Everyone, Everywhere: 2024 – 2034*.

Manchester's Place Partnership is supported using public funding by the National Lottery through Arts Council England and is a 3-year programme to discover, promote, support and grow cultural and creative opportunities in both Wythenshawe and north Manchester.

This role will take the lead on realising our Place Partnership strategy in delivery, working with local Project Steering Groups, the wider creative and cultural actors and communities in Wythenshawe and north Manchester, as well as other cultural partners in the city and potentially beyond.

The programme is focussed in areas of challenge and opportunity – Manchester’s Cultural Impact Survey identifies wards in Wythenshawe and north Manchester as less engaged by the city’s cultural organisations and both experience high levels of multiple deprivation (top 2% in the UK Index of Multi Deprivation). Both areas also have active community, voluntary and social enterprise (CVSE) groups and organisations, including those using or leading creativity, growing diverse communities and major regeneration initiatives in process.

The programme strands include development and management of:

Digital/film commission interviewing creative & community activators. Scene setting and consultation.

Events for local participants to talk about culture and creativity, network and collaborate with each other and the wider cultural sector.

Commissioned Capacity Building Programme including training and support, micro investments, local ‘pilot’ activity.

Development of a small grants programme.

Creative commissions reflecting local creativity & priorities, activity, connecting with regeneration initiatives in each area.

Evaluation and Communications contracts

**Key Behaviours, Skills and Technical Requirements**

**Our Manchester Behaviours**

* We are proud and passionate about Manchester
* We take time to listen and understand
* We ‘own it’ and we’re not afraid to try new things
* We work together and trust each other
* We show that we value our differences and treat people fairly

**Generic Skills**

**Planning and Organising:** Excellent time management skills, creating own work schedules, prioritising, preparing in advance and setting realistic timescales for own self and others. Has the ability to visualise a sequence of actions needed to achieve a specific goal and how to estimate the resources required.

**Project Management:** Well-developed influencing and persuasive skills and ability to offer a persuasive argument both with internal and external stakeholders in order to achieve key project milestones whilst retaining a positive attitude.

**Problem Solving and Decision Making:** Continually performs at high levels of achievement, demonstrating tenacity, energy and commitment to achieve desired results.

**Creative Skills**: Ability to find creative solutions where there are no existing parameters or procedural framework.

**Strategic Thinking:** Ability to contribute to the development, implementation and evaluation of strategy to shape future plans.

**Financial Management:** Resource and financial management skills to develop effective planning, financial management and reporting frameworks. Manage allocated resources effectively, delivering business performance and value for money.

**Technical Requirements (Role Specific)**

* Proven experience of successfully commissioning, managing and delivering a range of projects, including those in a cultural/creative context.
* Contribution to and understanding of current approaches to community activation and engagement, including the role of culture and creativity to this.
* Contribution to and understanding of neighbourhood development and the People, Place and Growth agendas.
* The role holder depending on the nature of the work may be required to work outside of normal office working hours.