



# RUTLAND COUNTY COUNCIL

## JOB DESCRIPTION

**Position Title:** Cultural and Visitor Economy Manager

**Grade:** PO3

**Directorate:** Places

**Department:** Investment and Visitor Economy

**Responsible to:** Head of Investment and Visitor Economy

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### **Purpose of the Job:**

Responsible for the Council's cultural venues including Oakham Castle and Rutland County Museum, ensuring that the cultural opportunities provided are attractive to residents and visitors to Rutland, and that commercial opportunities are realised to support delivery of the service.

### **Main Responsibilities:**

1. Support the Head of Investment and Visitor Economy in the strategic delivery of the service, ensuring that this is aligned to the Council's corporate objectives.
2. Act as the sector specialist for the Council in the Culture and Heritage area, bringing your expertise and network to bear in delivery.
3. Line manage the Culture Services team, leading and developing a resilient, collaborative, inclusive and customer focused team.
4. Lead a positive commercial culture within the service, identifying revenue generation opportunities across all venues.
5. Maintain an overview of the Council's HR policies and ensure a compliant approach is adopted to adhere to Council policies and procedures. Be the lead point of contact for managing HR issues as they arise.
6. Develop and maintain a training plan for the culture services team.
7. Act as senior voice on the delivery of internal changes programmes, including future delivery options, embedding new systems and procedures, and more efficient ways of working.
8. Overview of corporate monitoring and evaluation processes and compilation of key performance indicator (KPI) data where required.



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9. Support in the production and presentation of reports to Council Committees and working groups.
10. Developing and managing a high-quality programme of events and festivals, with a focus on widening participation, for the Council's arts venues and wider county.
11. Developing and managing a service improvement plan for the culture service including detailed business cases to support any necessary changes or investment required.
12. Identifying funding opportunities to support the financial sustainability of the Council's culture offer and future development opportunities
13. Act as client for the delivery of any approved capital development schemes.
14. Play a key role in the development, management and implementation of Council policies and ensure that all relevant legal and statutory requirements are met.
15. To ensure all data is handled safely in line with data protection and GDPR legislation.
16. Form a close working relationship with stakeholders and interest parties around the Culture function.
17. Be responsible for business continuity within the buildings. This includes holding an up to date alcohol licence for which training will be provided.
18. Support and oversee additional core operational projects and meetings as required.
19. To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.
20. To manage delegated budgets and ensure effective financial planning and monitoring in accordance with the Council's Financial Procedure rules.
21. To lead and develop a motivated team and ensure they are developed in their role through effective use of 'My Conversation'/supervision and effective performance management as appropriate.
22. Take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties, in accordance with the provisions of Health and Safety legislation and Rutland County



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Council's and Departmental codes of practice and procedures. You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

23. This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

### **Dimensions**

Direct line management of:

Collections Manager  
Heritage and Learning Officer  
Culture Operations Manager  
Places Services Support Officers

This post has budgetary responsibility for the Cultural Service, with a focus on improving income generation

## **JOB REQUIREMENTS**

### **QUALIFICATIONS/TRAINING/EDUCATION**

Essential	Method of Assessment *
Educated to Degree level standard	A/D

Desirable	Method of Assessment *
Culture or Museum related Further Education	A/D

### **EXPERIENCE/KNOWLEDGE**

Essential	Method of Assessment *
Strong track record of working in culture or visitor economy.	A/I



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Experience of organising and managing small to medium events linked to income generation.	A/I
Previous managerial experience	A/I

Desirable	Method of Assessment *
Budget management experience	A/I
Experience of working with a wide range of stakeholders including elected members	A/I

### **SKILLS**

Essential	Method of Assessment *
Excellent communication skills, oral and written	A/I
Good numeracy and literacy skills	A/I
Ability to deal with the public	A/I
Able to work under pressure and prioritise appropriately	A/I
Able to use own initiative	A/I
Proven track record in developing team members	A/I

Desirable	Method of Assessment *
Knowledgeable on current trends and ways of working in the museum and heritage sector	A/I

### **EQUALITY AND DIVERSITY**

Essential	Method of Assessment *
Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.	A/I



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### OTHER

Essential	Method of Assessment *
Flexible in working patterns to fulfil commitments of the role and team.	A/I
Willingness and ability to visit other sites as and when required.	A/I

\* A = Application Form    D = Documentary evidence    I = Interview    T = Test

### STRUCTURE

**NOTE:** These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both the original job description and amended job description to the Human Resources Department.

DATE	CHANGE - YES/NO	PREPARED BY (Name & Position Title)
April 2025	New	Ann Camus - HOS