

Job Description

Post title	Development Officer – Digital Culture	Grade	4
Department	Cultural Services	Post ref	

Overall job purpose

To produce digital content that promotes the reputation, image, awareness and understanding of culture in Mansfield

Reporting relationships

Reports to: Creative Producer

Responsible for: N/A

Key tasks and responsibilities – post specific

Work with the Cultural Services team to create and distribute digital content.

Use digital platforms, filming, photography, graphic design, e-communications and social media for pro-active campaigns that promote culture, creativity and heritage in Mansfield.

Facilitate the development and delivery of digital campaigns, supporting the various teams within Cultural Services.

Initiate, plan, manage and evaluate targeted digital campaigns to increase awareness and promote a positive image of culture, arts, heritage and creativity in Mansfield

Work closely with creative teams and curatorial teams to assist with the production and implementation of exhibitions, artworks and creative projects.

Support the effective use of digital platforms and social media to communicate and enhance the work of Cultural Services.

Assist with the production of the Cultural Services Service Plan and the National Portfolio projects to identify key priorities and projects for each financial year.

Effectively manage and monitor associated budgets and help prepare quarterly budgetary information as part of the National Portfolio projects.

Represent the council on relevant working groups and networks as and when required.

Key tasks and responsibilities – corporate

Operate according to the Council's corporate values and codes of behaviour.

Ensure that at all times all Health & Safety legislative requirements are met; that the Council's Health & Safety Policy, its arrangements and procedures are implemented. This includes, where applicable, taking responsibility for personal health and safety and having regard to other persons affected by the performance of the duties of the post; ensuring that risk management objectives are delivered and other risk management activities are effectively implemented and monitored.

Exercise proper care in handling, operating or safeguarding any equipment, vehicle or appliance provided, used or issued for the performance of the duties of the post.

Have a commitment to and understanding of the Council's approach to equality and diversity and promote and deliver fair, sensitive and quality services.

Comply with all relevant Council policies and procedures including code of conduct, financial regulations, HR policies / procedures, Data Protection, Freedom of Information Act and ICT Codes of Practice.

Adhere to relevant working practices, methods and procedures including undertaking relevant training and development as required and respond positively to new and alternative ways of working.

Carry out any other reasonable duties and responsibilities commensurate with the grade and level of responsibility of the post.

Engage with digital models of service delivery and support the implementation of digital working methods.

Manage and / or use resources in ways that ensure value for money and support the commercialism agenda.

Demonstrate a commitment to the delivery of excellent service for all customers and service users.

Employee signature

This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual post will change and existing duties may be lost and others gained without changing the general character of the duties or the level of responsibility. As a result the Council expects that this job description and person specification will be subject to revision.

Employee signature:

Date: