

Candidate information pack:

Assistant Director Culture and Community



Introduction

Thank you for taking the time to consider applying for the role of Assistant Director for Culture and Community.

Medway is a great place to live, work, learn and visit. With a population of 280,000, it is the largest conurbation in the south east outside London. We expect our population to grow to 320,000 over the next 20 years, with 30,000 new homes being developed and 17,000 new

employment opportunities over the same period.

We have received significant funding to create a legacy for Medway and a sense of belonging, following our bid for City of Culture 2025. Although this was not our moment, Medway remains committed to developing our cultural and creative communities and involving local participation, alongside promoting local pride in Medway as a place to live, work, learn and visit.

We have a rich heritage and a great future, from the finest and tallest Norman castle in the

country, second oldest cathedral, The Historic Dockyard Chatham and rich connections with Dickens.

Our great future includes our education institutions (our four universities, largest FE provision in the county, MidKent College, Waterfront UTC and more than 85 per cent of our schools rated good or outstanding), the fantastic connectivity with HSI through our five main towns and the new employment opportunities such as Innovation Park Medway.



Our tourism offer attracts over five million visits a year, with 7,000 jobs within the tourism sector bringing £360million to the local economy.

Medway Park is our international standard regional centre of sporting excellence which hosts major international sports events, our sports and leisure teams also work with some of our challenging neighbourhoods to bring together communities through sporting programmes.



Medway's economy is exceeding regional and national levels, with our skills agenda at the heart of our thinking across all services. Our five key sectors are: advanced engineering and manufacturing, construction, health and social care, creative and cultural and ICT and digital. Medway has an outstanding adult education service, with the main provision being located at one of our community hubs; our libraries and community hubs are bucking national trends and are a key offer, providing a one-stop shop service for our residents.

Our Planning Team has been described as lightning fast by one of our key developers in Medway. Our new Local Plan is being developed and will provide a blueprint to 2037 and deliver the new homes and infrastructure needed for our growing population. Delivering new homes to meet the needs of Medway's residents is a key priority for us, as is providing top quality accommodation for our tenants through our 3,000-strong housing stock and we are exploring options to expand our estate with new developments through the Housing Revenue Account.

Our partnership in South Thames Gateway Building Control is vital for our monumental regeneration programme, as well as supporting developments across the wider Kent area.

We are ambitious in all we do. You'll bring energy, innovation and drive. You'll build strong

relationships with our partners and inspire your teams to achieve much more for Medway.

Medway is the place that will make your career and you'll be rewarded by seeing the difference your work makes for the people of Medway.

We would encourage you to complete an application if you feel this is the right role for you and we look forward to working with you as we establish Medway as an even better place to live, work, learn and visit.



Richard Hicks
*Chief Executive,
Medway Council*



Cllr Vince Maple
*Leader,
Medway Council*



Medway is a great place to live, work, learn and visit

About Medway

Created as a unitary area in 1998, we are hugely proud that in this short time, a massive transformation programme has seen Medway become one of the most promising growth areas in the UK, laying the foundation for a great future for our residents and communities.

With a population of 280,000, Medway is the largest conurbation in the south east outside London. Today, Medway is one of the south east's most dynamic places to live, work, learn and visit. Just 34 minutes on high speed train to London and other excellent transport links to the rest of the country and Europe through the motorway, port and airport networks, Medway is an ideal location for people looking for a great place to live and work.

An ambitious regeneration programme will see the creation of around 27,000 new homes including major developments in Chatham, Rochester, Strood and Hoo and our population is expected to grow to 320,000 residents over the next 20 years.

Our urban areas are complemented by a stunning natural environment with award-winning parks, riverside walks and more than 80 miles of cycle paths.





Medway has a rich cultural and military heritage. It is home to the Historic Dockyard Chatham, Fort Amherst and Royal Engineers Museum. Rochester is famous for its cathedral, the finest Norman castle in England, and historic connections with Charles Dickens.

We are hugely proud of our vibrant cultural programme. Thousands of people visit our packed festival programme throughout the year including two Dickens festivals, a River Festival and Christmas festivities. Medway Park is our regional centre of sporting excellence, which hosts major international competitions.

Medway is home to more than 14,000 businesses, becoming a hub for creative industries and is fast developing a reputation for innovation. We have four universities with a student population of more than 12,000, a university technical college and the largest further education college in the county.



Medway has a number of affluent wards and also some that are significantly deprived. Nevertheless, most people are in work. Local jobs and businesses are supported through council schemes like Partners for Growth, the Thames Gateway Innovation, Growth Enterprise fund, and our skills apprentice programmes service. The economic vision for Medway is to continue to attract more quality jobs into the areas, maximising the opportunities The Lower Thames Crossing and our proximity to the capital will bring.

WELL CONNECTED



- 34 MINUTES BY HIGH SPEED TRAIN TO MEDWAY FROM LONDON
- MID-POINT BETWEEN THE CAPITAL AND CONTINENT & GATEWAY TO THE COUNTY
- FIVE STATIONS (€37M UPGRADES)
- EXCELLENT LINKS TO MOTORWAYS AND AIRPORTS

11KM

OF WATERFRONT DEVELOPMENT



BEAUTIFUL GREEN SPACES



- EQUIVALENT TO 14 HYDE PARKS
- 8 GREEN FLAGS
- MORE THAN 110K OF CYCLE ROUTES

LIVE



TRANSFORMATIONAL INVESTMENT

- 27,000 NEW HOMES BY 2035
- REGENERATION PROGRAMMES UNDERWAY IN ALL 5 MAIN TOWNS

SUPPORTIVE, CARING COMMUNITIES



AFFORDABLE LIVING FOR ALL

- "LONDON LIFE WITHOUT THE PRICE TAG" - DAILY TELEGRAPH
- LOW TAX ECONOMY

EXCELLENT RANGE OF LEISURE AND CULTURAL FACILITIES



WEEKLY WASTE & RECYCLING COLLECTION

SPACE

FOR LARGER INDUSTRIAL UNITS



NEW BUSINESS GROWTH RATE ABOVE 13% 2015-219



14,000+ BUSINESSES

- AN ENTREPRENEURIAL HUB FOR HI-TECH ENGINEERING AND CREATIVE BUSINESSES
- MULTINATIONALS (BAE SYSTEMS/BORGWARNER) TO SMALL AND MEDIUM-SIZED ENTERPRISES
- HUB FOR THE CREATIVE INDUSTRIES

WORK

+€5.9BN

VALUE OF OUR ECONOMY



GROWING EMPLOYMENT SPACES TO SUIT ALL BUSINESSES

- INNOVATION CENTRE MEDWAY
- INNOVATION STUDIOS MEDWAY
- INNOVATION PARK MEDWAY WILL BRING 3,000 HIGH QUALITY JOBS

MEDWAY

RICH HERITAGE

- OUTSTANDING

TOURIST DESTINATION



- SECOND OLDEST CATHEDRAL IN THE COUNTRY
- HISTORIC DOCKYARD CHATHAM
- TWO ANCIENT CASTLES
- RICH CONNECTIONS WITH DICKENS
- HOME OF THE ROYAL ENGINEERS SINCE 1815 INCLUDING AN AWARD WINNING MUSEUM



ATTRACTING NEARLY 5 MILLION VISITORS EACH YEAR, TOURISM SUPPORTS 7,000 JOBS IN MEDWAY AND BRINGS €360M TO THE LOCAL ECONOMY

VISIT



30 DAYS

OF FREE FESTIVALS AND EVENTS EACH YEAR

WATER ACCESS

AND MARITIME LEISURE OFFER

FABULOUS BARS AND RESTAURANTS AND WATERFRONT DINING

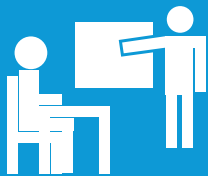


HOME TO

SPORTING EXCELLENCE

- GILLINGHAM FC
- HOLCOMBE HOCKEY CLUB
- MEDWAY PARK - REGIONAL CENTRE OF SPORTING EXCELLENCE
- HOST TO INTERNATIONAL SPORTS EVENTS AND TOURNAMENTS
- SKI SLOPE AND ICE RINK

MORE THAN 90% OF OUR SCHOOLS HAVE AN OFSTED RATING OF GOOD OR BETTER.



MULTI-UNIVERSITY CAMPUS SITE, 12,000 STUDENTS, MIDKENT COLLEGE AND UNIVERSITY TECHNICAL COLLEGE DEVELOPING VOCATIONAL SKILLS

LEARN

EXCELLENT SECONDARY, GRAMMAR AND PRIVATE SCHOOLS

WORLD CLASS RESEARCH

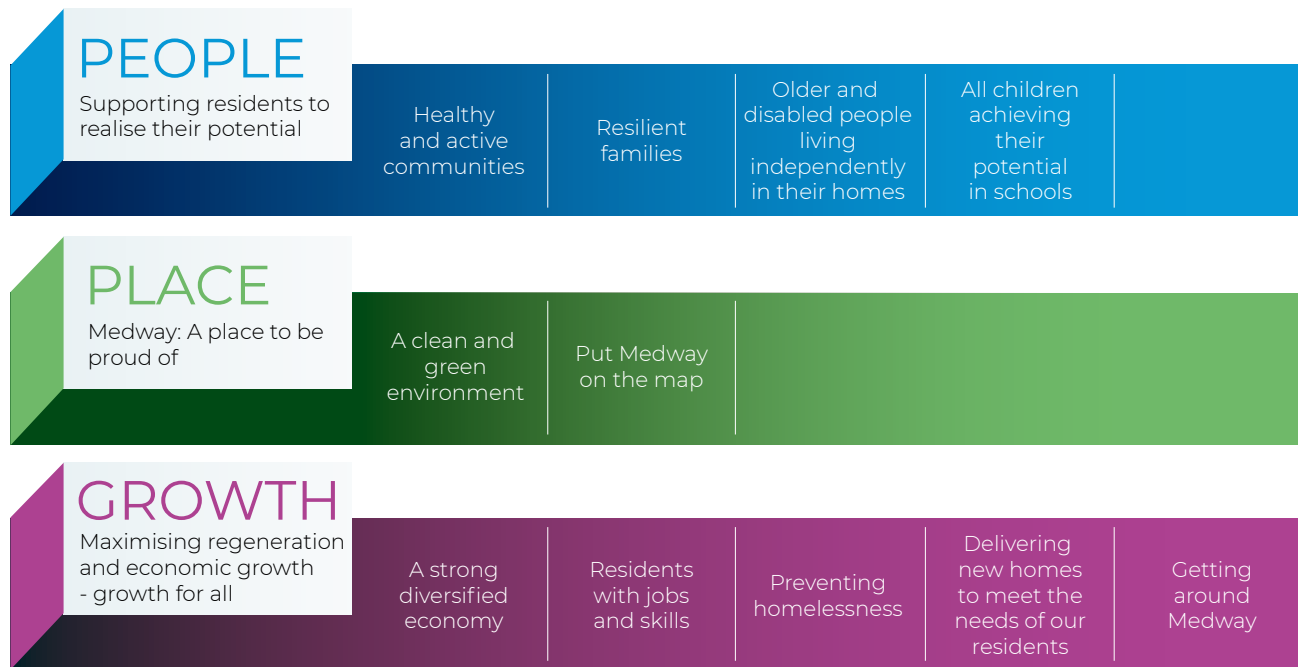


PRODUCTIVE COLLABORATIVE LINKS

BETWEEN EDUCATION AND LOCAL BUSINESSES - DEVELOPING SKILLS FOR THE FUTURE

The council and our priorities

Medway Council provides more than 140 services for its population and employs more than 2,500 members of staff in different sites across Medway.



We work in partnership with a wide range of public, private and voluntary sector organisations. Our aim is to make Medway a welcoming place where people can achieve in all aspects of their lives.

The council looks after education, environment, social care, housing, planning, business and much more – everything from frontline services such as waste collection, to running major regeneration schemes.

The business of the council is directed by 59 councillors and the council is Labour controlled. Our council leader is Cllr Vince Maple and the council's cabinet is made up of a further nine elected Members from the Labour and Co-operative Group.

Our priorities

The council's vision and priorities are set out in our Council Plan and in other key strategies including the Joint Health and Wellbeing Strategy, Local Plan, People Strategy and Medway 2037. We believe that concentrating our resources in these areas will lead to a better quality of life across Medway.

Organisation structure

- The post holder will be managed by the Director of Place.
- The post holder will be expected to take the overall strategic management for the development and delivery of the activities and projects, working with partners both inside and outside the organisation to achieve required outcomes.
- The post holder will have supervisory and management responsibilities for a wide range of service managers.



The role

Designation:

Assistant Director, Culture and Community

Directorate:

Regeneration, Culture and Environment

Responsible to:

Director of Place

Grade:

Assistant Director

This role is accountable for the leadership and direction of our highly talented and ambitious services including Housing, Planning, Culture, Libraries, Sports, Leisure, Tourism and Heritage across Medway as well as providing assurance to the leadership team and Members that council resources are being used effectively.

- To support the Director of Place in ensuring there is a clear strategic vision which is effectively communicated to staff and stakeholders and which is consistent with the council's vision, values and priorities
- To take the strategic lead on Planning, ensuring the needs of Medway's communities are met, and that Medway's Local Plan is progressed and adopted
- To take the strategic lead on Housing, including the management of the council's housing stock and delivery of new housing through the Housing Revenue Account, working with the Assistant Director of Regeneration on capital schemes
- To take the strategic lead for Medway's burgeoning cultural offer, including Libraries, Sport, Heritage and Tourism, progressing Medway's Cultural Strategy
- To support the council's aim to "Put Medway on the map", establishing Medway as a great place to live, work, learn and visit.



Person specification

Qualifications

Essential

- A relevant academic, professional or managerial qualification.

Experience

Essential

- Extensive experience of operating at a strategic level, working in partnership across organisations and implementing projects.
- Substantial experience of organisational development within a large-service driven organisation and successful track record in leading and implementing major change.

Skills

Essential

- Demonstrable ability to lead the development of strategic vision(s) for service(s) involving key stakeholders and taking into account future trends, national/wider organisational priorities and future service needs. Ability to contribute to the development of the strategic vision and objectives of the council as a whole.
- Can demonstrate an extensive understanding of the service, its activities and policies, and the market/external comparators for it.
- Ability to work positively with elected Members.
- Can demonstrate a broad grasp of the internal and external context for services managed, their associated policies/procedures and operational issues.
- Can understand and promote best practice in terms of policy and activity within the relevant field(s).

- Demonstrable ability to strongly advocate equality, ethics and integrity in all areas. Creates and inspires a culture of innovation and improvement. Can develop and implement effective influencing strategies with key stakeholders.
- Demonstrable ability to build effective, productive partnerships, promoting a culture that encourages collaboration within and beyond organisational boundaries.
- Can communicate complex information and communicate effectively to large and different audiences.
- Demonstrable ability to take a proactive approach to long term resourcing issues and financial plans, using information effectively, and managing risk.
- Ability to formulate strategic business plans for all service areas, developing capability and reviewing achievement.
- Ability to ensure business strategy is aligned to user needs.

- Demonstrable skills to develop a culture which supports and encourages change.
- Can implement effective problem solving strategies to clear blocks to progress.
- Ability to contribute to organisational change at a service, directorate and organisational level (where required). Act as a champion for new and agile ways of working.
- Demonstrable skills to develop a culture of employee engagement and involvement to maximise productivity and motivation.
- Demonstrate ability to lead and deliver complex projects through to fruition.

Job context

Internal contacts:

- Elected members
- Chief Executive
- Directors and Assistant Directors across the organisation
- Project Teams and managers as and when required
- Colleagues across other internal services who may be required to provide professional support to ensure successful delivery of services.

External contacts:

- Key stakeholder groups to facilitate smooth implementation of services.
- Strategic partners
- External funding bodies

Financial accountabilities

The post holder will have direct budget management responsibility for capital and revenue expenditure to deliver key organisational services as well as identifying potential savings.

Working environment

The post holder will be based in Medway.



Employment package

Salary

Salary range is **£78,475 – £93,653**. In addition you will receive a special allowance of **£5,687** per annum to provide a vehicle for work purposes and medical insurance.

Leave

Annual leave for this post is 29 days rising to a maximum of 32 days following completion of appropriate service. In addition you will receive one ex-gratia day to be taken as determined by the council. All new entrants to local government are entitled to annual leave in proportion to the completed full months of service in the leave year.

Recruitment timetable

Closing date - **5pm on Tuesday, 15 August**

Member panel shortlisting - **Tuesday, 5 September**

Final selection and assessment - **Friday, 15 September**



How to apply

To apply for this post, please submit a CV and supporting statement that fully addresses the appointment criteria in the person specification, quoting reference number **REC2691CB**. These responses will be further developed and discussed with those candidates invited for interview.

Please also complete and return the equal opportunities form that can be found attached to the main advert. Medway Council is committed to creating an inclusive work environment with a diverse workforce. To this end, equality of opportunity for all candidates is paramount and we only use the information detailed on the form to monitor selection decisions and assess our performance against this commitment. The information on the form will be treated as confidential and used for statistical purposes only. The form will not be considered as part of your application.

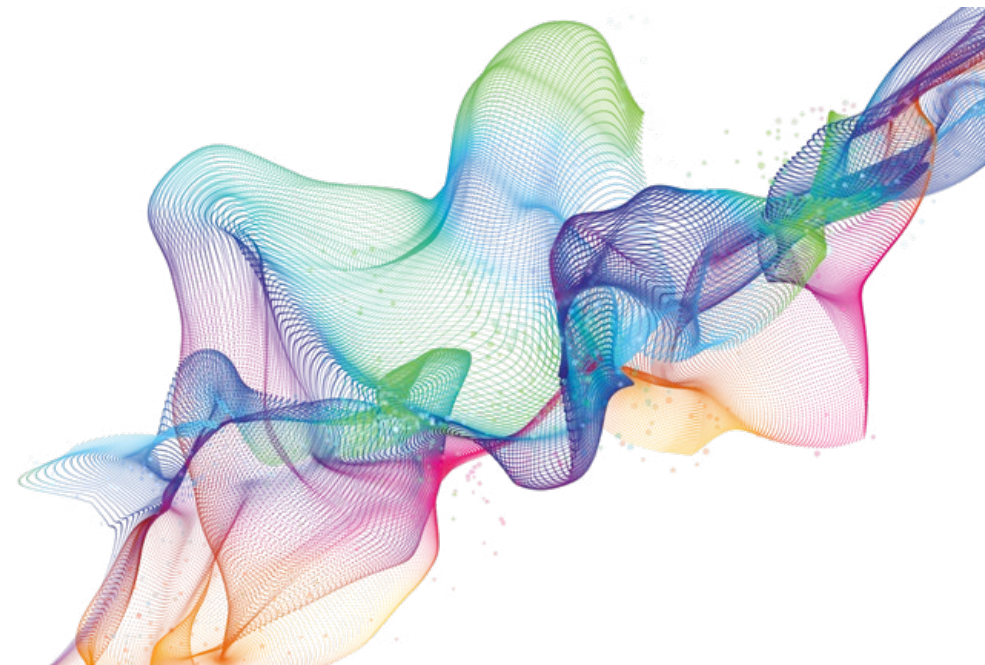
Please also provide details of two individuals who could be approached as professional referees. We will only approach referees if you are invited to attend the final interview, and will only do so having first requested your permission.

Please note, we are unable to change the interview date due to this being a Member appointment panel

Applications should be emailed to joanne.budd@medway.gov.uk
by 5pm on Tuesday, 15 August 2023

Queries:

If you have any queries on any aspect of the appointment process, need additional information or wish to have an informal discussion, please contact Emma Dartnell, Executive Assistant to the Director of Place on **01634 332302** or email **emma.dartnell@medway.gov.uk**



This information can be made available in other formats phone, 01634 333333

If you want to speak to somebody in *your* own language the Community Interpreting Service can help, phone 01634 335577

বাংলা	331780	ગુજરાતી	331782	ਪੰਜਾਬੀ	331784	کوردی	331841	اردو	331785	Русский	332374
中文	331781	हिंदी	331783	Polski	332373	ଓଡ଼ିଆ	331786	فارسی	331840	Lietuviškai	332372

MEDWAY