

Creative Scotland

Job Description



Job Details			
Job Title:	Head of Visual Arts		
Directorate:	Arts, Communities & Inclusion	Reports to:	Interim Director of Arts
Grade:	D		

Job Purpose
<p>The role provides strategic leadership for the specialism of Visual Arts in support of Creative Scotland's strategic framework and annual plans. This is achieved through strong and positive relationships with the visual arts sector, ensuring up to date specialist knowledge and expertise, from the UK and internationally, informing Creative Scotland's work.</p> <p>Balanced with operational and team management, the role oversees the design and delivery of relevant activities, programmes and projects and inclusive and diverse activities across Creative Scotland's funding and development programmes. They work to contribute to Creative Scotland's Strategic Framework through maintaining a strong understanding of relevant policy and strategy areas, and ensuring these are reflected in all work initiated within their area of specialism.</p> <p>This post is a leadership role within the Arts, Communities and Inclusion Directorate, and the post-holder plays a prominent role externally and holds relationships with key sector stakeholders, partners, organisations and individuals.</p> <p>Within the organisation, the role acts as a key advisor internally, providing sector knowledge and insight into the development of organisational plans and decision-making, as well as taking leadership for designated organisational projects, including multi-departmental initiatives, contributing to working groups and business improvement areas.</p>

Specialist Knowledge, Expertise, and/or Experience (if applicable)
<p>Extensive knowledge of the visual arts and a strong overview of contemporary art within a national and international context including diversity-led and focused practices. Experience in working at a senior level within a visual arts context including strategy, team management and major project leadership. The post-holder should have an expert and up-to-date view of the range and diversity of current curatorial practice, organisational models and of the needs of artists at varying stages of their career and working in different contexts.</p>

Key Duties & 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.

Strategy & Planning:

Provide strategic leadership for the specialism in support of Creative Scotland's strategic framework and annual plans through strong relationships with the sector, ensuring up to date specialist knowledge and expertise and current awareness of diversity-led and focused approaches from the UK and internationally inform Creative Scotland's overview.

Collaborate with Director(s) and other members of the Senior Leadership Team to inform and influence the strategic direction and leadership of your area of responsibility.

Contribute to the development of overall directorate and organisational strategy work, feed into specialist area of knowledge and expertise and provide policy insight and advice into the development of organisational plans and decision-making.

Partner with relevant teams to support the delivery of Creative Scotland's strategy and agreed annual plan, in particular, working with our Communications Directorate on external communications planning and activity.

Maintain a national and international overview of your sector and an up-to-date knowledge of Creative Scotland's strategic priorities, and strategic direction.

Support Creative Scotland's Place working and endorsement of the Scottish Government's Place Principle, maintaining an overview and building relationships with local partners so that our development and funding activity is informed by, and responds to, local contexts.

Relationship Management and Development work:

As a member of Arts, Communities and Inclusion Directorate, you will play a prominent leadership role externally, representing both Creative Scotland and the wider Scottish visual arts sector.

Work collaboratively with a range of internal colleagues, external partners, organisations and individuals in order to help create the conditions for the arts, screen and creative industries in Scotland to thrive, inclusive of emergent practices and approaches that increase the diversity of the sector with a commitment to social, economic and creative well-being.

Develop targeted programmes and partnerships in line with strategic priorities and current sector needs, addressing gaps, creating opportunities and building ambition within this specialist area.

Manage and build relationships with key sector stakeholders, partners, organisations and individuals.

Act as a source of knowledge, guidance and influence within your specialism to organisations and individuals across Scotland, the UK and internationally.

Maintain professional knowledge of the sector nationally and internationally, building insights, awareness of emerging developments and relationships.

Seek and develop alliances for the evolution and delivery of development programmes, broker connections and identify opportunities for partnership working.

Funding Responsibilities:

You will lead and manage activities relating to Creative Scotland's funding programmes, including:

- Contributing to the review, planning and delivery of funding programmes.

- Maintaining an overview of all Funded organisations and Lead Officer relationships within your areas of responsibility, acting as Lead Officer for allocated organisations, as required, maintaining positive and effective relationship management.
- Allocating assessments for Creative Scotland's funding programmes, providing strategic and specialist guidance and feedback, and assess applications as appropriate.
- Contributing to panel decision making, chairing decision panels as required.
- Ensuring appropriate evaluation, reporting, and monitoring processes are implemented, working closely with colleagues to ensure the effective monitoring of any agreed funding agreements.

Operational Responsibilities:

Motivate, support, and empower your team and colleagues across the organisation to work together to deliver against the priorities of the agreed strategy and work plan and model behaviour which inspires and enables staff to deliver excellence.

Provide clear, consistent, and accountable line management of direct reporting staff and professional management of freelancers, consultants and contractors as appropriate, including prioritising and allocation of work activities and providing structured development, performance management, direction, influence and motivation of the post holders in line with Creative Scotland's values.

Assume a project management role on relevant activities, ensuring that Creative Scotland's projects are resourced appropriately and delivered on time, within budget and to specification, achieving a positive outcome for associated partners and participants.

Prepare an annual visual arts operational plan demonstrating alignment with Creative Scotland's strategic priorities and manage the associated targeted fund budgets through the year. Plan and manage agreed budgets for targeted funds and development work, ensuring both value and impact are achieved with financial sustainability central to the planning.

Work with the Knowledge and Research team to design effective research to support the development of new programmes, provide policy insight and evaluate agreed projects or assigned programmes, ensuring that any points of learning are integrated to future activities., where appropriate.

Participate in cross-organisational working groups and as a senior member of the organisation, take leadership of designated business improvement areas and contribute to multi-departmental initiatives.

Embody Creative Scotland's values and observe the code of conduct within all working contexts, working collaboratively across the organisation and with partners and project teams.

Person Specification	
Qualifications	<ul style="list-style-type: none"> • Either a relevant undergraduate degree or equivalent professional experience.
Experience / Knowledge	<ul style="list-style-type: none"> • Extensive knowledge and experience of visual arts and its sector (public and commercial). • A demonstrable understanding of the systems of support that artists need to develop and disseminate their work, and that people need to engage with that work. • An expert view of the range and diversity of current practice, of the needs of artists at different stages of their career and working in different contexts. • Experience of working across, and providing advice to, a range of individuals and organisations from the local to the national/international; from the grassroots to the established; from the publicly funded to the private and commercial. • Proven commitment to building new audiences for contemporary art, and an in-depth knowledge of best practice with regard to developing access, participation, and inclusion. • Excellent knowledge and experience of partnership working with an ability to broker new connections and to maintain strong professional relationships and networks. • Substantial experience of working in a relevant sector in a professional capacity in a senior managerial or leadership role. • Public representation within a visual arts context and ease of public and sector-facing leadership and communication. • Track record of successful leadership, planning and delivery at a strategic level, ideally with experience of managing multiple projects concurrently. • Experience of resource planning, effective budgeting and budgetary control. • Staff management experience including track record of managing performance effectively. • An understanding of and a commitment to equalities, diversity and inclusion with experience of implementing EDI within your specialism.
Skills / Attributes	<ul style="list-style-type: none"> • Highly developed interpersonal skills including, communication, influencing, negotiating. • Excellent administration / project and resource management skills. • Plain English (business) report writing skills. • Highly organised, with ability to self-plan and prioritise workloads. • Ability to work at pace and adapt to requirements. • 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.

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.

Competencies & Behaviours

At Creative Scotland there is suite of competencies and behaviours which you are required to demonstrate in the performance of your job. Our competencies and behaviours focus on 3 key areas:

- **People & Relationships:** about how we build and manage relationships with people, internal and external, to Creative Scotland.
 - o Collaborative working
 - o Leadership
 - o Communication
- **Delivery & Performance:** 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.
 - o Understanding the Vision
 - o Accountability
 - o Decision Making
 - o Performance
- **Development & Improvement:** building an environment of continuous improvement and learning so that the services we deliver are continually improving through our people and our processes.
 - o Building Knowledge & Expertise
 - o Continuous Improvement
 - o Adaptability & Flexibility