



Your job

Job Title: Business Partner – Culture, Arts and Heritage

Service: Culture Team – Strategy & Innovation

Grade: 10

Reporting to: Business Manager- Culture, Arts and Heritage

Your role is to manage strategy into operational delivery within the Culture, Arts and Heritage service, ensuring service delivery at our three cultural venues and playing a leading role in developing exciting projects to deliver our wider cultural ambitions.

You will work alongside the Business Manager Culture, Arts & Heritage to oversee and develop all aspects of the service internally creating a holistic, varied and innovative service that enriches our borough, the communities in it and the residents that live there, ensuring they add value and are cost effective.

You will forge new partnerships, maximise funding opportunities and link culture to key priorities for the borough including: education and skills, health and wellbeing, digital and support for the visitor economy.

There will be a need to be flexible and adaptable with some evening and weekend working throughout the year around planned events and activities.

This role will support the delivery of the Council's Corporate Strategy, 'Progress with Unity', alongside the 5-year Cultural Strategy 'The Fire Within: The Forge' to shape and deliver an effective and efficient service across all sites as a focus for access to the borough's arts & heritage, supporting educational and wellbeing outcomes for customers.

Mandatory Statement

The Council is committed to complying with European General Data Protection regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

Wigan Council is an active, strong, and committed corporate parent. As a priority, all employees have a responsibility towards the children we look after and care leavers, not just those employed by the Children's Directorate.

In this job you will:

In the next 12 months:

- Support the delivery of Wigan Borough's Corporate and Cultural Strategies, leading on specific actions on behalf of the Culture Team and Council as required.
- Support and oversee the successful delivery of the 2026/27 Cultural Service programme, including but not limited to:
 - A major renewal of Wigan museums exhibition and learning spaces and associated outreach programme, to coincide with the anticipated closure of the museum during this period (subject to successful funding applications).
 - Development of a new exhibition and associated participatory programme 'Common Threads', working closely with the Archives team.
- A 12-month exhibition programme at the Turnpike Gallery and first phase delivery of an extended learning offer.

On an ongoing basis you will:

- Manage and develop a multifunctional team of staff across 3 venues to ensure service delivery, maximising the contribution of employees ensuring that corporate policies are applied consistently and fairly, including direct line management of 3x G8 venue manager roles.
- Monitor delivery against the service programme and individual service plans.
- Provide co-ordination of the service working groups focused on audience development, collections and school's provision.
- Work in partnership and build new relationships locally and outside the Borough to ensure the service programme is engaging, relevant and innovative.

- Create a financially sustainable service, researching and maximising funding opportunities as well as monitoring, reviewing and reporting budgets/funding allocation ensuring they are adding financial and social value.
- Enable the development of our local heritage sector including supporting the borough's Heritage Network and providing support and advice for key organisations in accessing funds.
- Support the development of key strategic heritage programmes for the council including Haigh Hall and Woodland Park.
- Work with wider stakeholders to promote the role of arts in health and wellbeing working with internal and external providers to support targeted improvements (homelessness, addiction, social isolation, welfare support and other complex issues).
- To enable the collection of data and tracking systems to support customer trends and measure successes.
- Actively promote cultural opportunities to residents and visitors through existing and new channels.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules.

In this job you will need:

You must be able to demonstrate the following essential requirements:

- Significant management experience including managing a multifunctional team.
- Relevant professional qualification or equivalent level of experience.
- Evidence of continuous managerial development.
- Proven track record of effective service development and delivery within a cultural environment.
- Experience of effectively working to service plans and achieving quality standards, targets and outcomes.
- Knowledge of best practice and developments in specific areas relating to the functions of the post.
- Able to use ICT in accordance with needs of the role with a good understanding of the value and use of new technologies in improving services and modernising working processes.
- Comprehensive understanding of legislative and key operational issues relevant to the post.
- High level of written and oral communication skills, ability to make presentations to wide range audiences.

- Able to work in partnership and to develop trust, respect and cooperation of colleagues and partners.
- Ability to use influencing skills and negotiate common view points.
- Proven ability to motivate others and manage change effectively.
- Able to convert plans into action and devise systems to implement, monitor, evaluate and improve activities.
- Legally entitled to work in the UK.

Our Culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **TeamWigan** behaviours.

Be Positive	“ Take pride in all that you do and support and develop yourself and others. ”
Be Accountable	“ Be responsible for making things better, enabling change and supporting improvement. ”
Be Courageous	“ Be open to doing things differently and working collaboratively with others. ”
Be Kind	“ Be helpful, generous and thoughtful towards yourself and others. ”