DCMS are now looking to second a workstream lead for each of these themes and a Project Manager to lead on governance and communication for the DC Project, working to the DCMS Head of Digital Culture.

A secondment to DCMS will provide an opportunity to develop an understanding of Government processes particularly policy making and project working, and interact with a wide range of stakeholders across different sectors and disciplines (cultural, tech, creative industries, publicly funded and commercial).

The theme leads will

1. Build strong and effective working relationships with Government colleagues, stakeholders in the cultural and tech sectors and other partners

2. Consult a wide range of stakeholders on the challenges and opportunities for digital culture in the UK around the key themes

3. Develop policy and project ideas which will make a difference including writing policy recommendations to ministers.

4. Work as part of the DC team to develop the objectives and structures of the overall project and contribute to a final written document

5. Provide advice to ministers and senior officials

The Project manager will:

- Report to the Head of Digital Culture and lead on the project management of the DC Project including servicing the Programme Board chaired by the Directors of the Digital Economy Unit

- Arrange larger policy discussion and ministerial roundtable meetings, working closely with the Private Office

- Working with the DCMS Comms team, develop a communications strategy for the DC Project, including comms to stakeholders, social media opportunities and developing presentations about the project.

- Lead on disseminating information about digital culture projects across the DC Team and partner/stakeholder organisations

- Deputise for the Head of Digital Culture when necessary

Person specification

The successful candidates will

 Be effective communicators and comfortable working with ministers and senior decisions makers

Have an ability to present complex information in a clear and concise way in writing and in person

Have the ability to persuade and influence others, establish collaborative relationships with a wide range of senior stakeholders across organisational and sector boundaries

The ability to operate strategically and develop policy propositions which are well thought through and deliverable

Have a can do attitude and willingness to tackle complex issues

In addition the theme lead for evidence will have a track record as an analyst with an understanding of working in a policy environment, and the interface between analysis and policy. They will also have experience of scoping, designing and managing research projects.

The project manager will have a good knowledge of project management techniques, strong planning skills and the organisational competency and influencing skills to drive a complex project to completion.

Not essential but desirable: an understanding of the cultural, tech or creative industries sectors, an interest in the disruptive impact of digital culture.

Competencies

Seeing the big picture

Leading and Communicating

Collaborating and Partnering

Making effective decisions

Delivering at Pace

To apply please send a CV and cover letter setting out which role you would like to apply for, why you would like the role and how you meet the person specification. It would also be useful to raise any conflicts of interest and how you would address them. (Applications should be sent to helen.williams@culture.gov.uk by close of Monday 12th December)

Interviews will be held on Wednesday 14th - Friday 16th December

For further information please contact Helen Williams, Head of Digital Culture helen.williams@culture.gov.uk or 07752157838