1. **Job Purpose**

In July 2022, Birmingham will host the XXII Commonwealth Games, the largest multi-sport event to be held in England in 10 years. Approximately 6,500 athletes and team officials from 71 nations and territories across the Commonwealth will come together in a 12-day celebration of sport and culture. Events will take place across Birmingham and the West Midlands, entertaining more than one million ticketed spectators and reaching a global broadcast audience of more than one billion.

Each of the signatories to the Host City Contract (HCC); the Commonwealth Games Federation (CGF), UK Government, Birmingham City Council and Commonwealth Games England (CGE) together with the Organising Committee (OC) have key roles role in the planning and delivery of the 2022 Commonwealth Games, both individually and collectively to ensure that the 2022 Commonwealth Games and the host community legacies derived from hosting the Games are a huge success.

The parties to the HCC have established Birmingham Organising Committee for the 2022 Commonwealth Games Ltd as the Organising Committee (‘OC’). The scope of the OC’s role is broad and complex and ranges from ensuring the physical readiness of the venues and temporary facilities, to the planning, coordination and delivery of more than 40 operational functions such as transport, security and catering to meet the needs of the Games, including the athletes, technical officials, spectators, press, broadcasters and other Games Family and stakeholders.

The OC and partners are committed to delivering the Games as efficiently and effectively as possible to ensure the event is sustainable and accessible to all in the long term. We are seeking individuals to join us who are innovative, commercially astute and have a genuine passion and interest in delivering the most sustainable, inclusive and accessible Commonwealth Games to date.

Increasingly Culture, Ceremonies and the Queen’s Baton Relay have become defining elements of hosting a Commonwealth Games, providing a platform to engage, inspire and empower communities. These high-profile programmes attract additional visitors to the host city and position the city and region on a global stage; driving awareness, public engagement and participation.

The purpose of this role is to support the Chief Creative Officer to deliver a suite of world-class creative projects; providing strategic and operational oversight and driving forward the day-to-day operational delivery of the Culture, Ceremonies & Queen’s Baton Relay (CCQ) division of the OC. This position is essential to the successful delivery of major public-facing engagement projects for the 2022 Commonwealth Games by ensuring integrated planning and day-to-day management across the CCQ functional area. It should be noted that this role does not drive the creative and producorial delivery of the creative programme; Executive Producer, producing and programming roles will be forthcoming in each area.

The post holder will be responsible for ensuring that each programme is developed to deliver clear project outcomes, with clear risk and budgetary management structures, a defined delivery model and within the agreed timeframe and project governance arrangements. The individual will be a strategic thinker with significant experience in managing a diverse portfolio of large-scale programmes across a full project life-cycle; including conception, business case modelling, operational planning, tactical delivery and evaluation. Communication and stakeholder management...
will be key to the successful delivery of the CCQ programmes, as is the ability to manage the diverse requirements and pressures that come with a broad spread of overlapping projects.

The post holder will work closely with national partners; in particularly public funders to grow the scale of the cultural activity delivered as part of the Games through public fundraising and partnerships. The post holder will have a strong understanding of the UK arts and cultural sector with significant experience of major cultural festivals or events.

In addition to the Cultural Programme / Festival, Opening & Closing Ceremonies and the Queen’s Baton Relay, the CCQ division of the OC will manage Sports Presentation, the Athletes Welcome Ceremonies and Live Sites. This role will also deliver in these areas. Providing continuity and interdepartmental efficiencies.

The CCQ team has significant responsibility for meeting a wide range of stakeholder requirements, very high expectations; all within strict time and budget constraints. By working across the division, the post holder will enable CCQ’s Producers to focus on the creative and delivery of these programmes; working directly with the Chief Creative Officer to leverage cross-organisational support and to drive day-to-day delivery. In doing so, the role will liaise closely with Games partners and the other divisions of the OC to ensure consistency of themes and best value delivery.

2. Key Responsibilities and Accountabilities

This role will work closely with the Chief Creative Officer with the following responsibilities:

Operational Delivery & Integrated Planning

- Develop with the Chief strategic, operational and delivery plans for all CCQ programmes
- Manage cross-functional relationships to ensure effective communications and coordination
- Ensure a high standard of operational management and service across all internal and external functions.
- Define delivery models for each CCQ programme, assessing the impact and interdependencies across functional areas of the OC providing expert guidance and support as required on a project-by-project basis.
- In particular, ensure the effective delivery of the Queen’s Baton relay as the sole project assumed to be delivered entirely in-house by the CCQ division of the OC.

Programme Management

- Establish the PMO function of the CCQ division to align project monitoring, risk management and forward-planning, aligned with the OC’s over-arching programme plan.
- Collaborate with major external CCQ delivery partners to set up clear governance, shared approaches to issues resolution and effective day-to-day project oversight.
- Track milestones and project timelines to deliver to the Games to schedule.
- Support the recruitment, management and motivation of the CCQ team
- Ensure the Chief Creative Officer is regularly updated on all initiatives, supporting with internal and external reporting requirements throughout the CCQ division.

Cultural Fundraising & Public Partnerships

- Work closely with public funders to identify opportunities to enhance and further develop the Cultural Programme of the Games through fundraising and public partnerships; including the preparation, submission and monitoring of any bids for external Lottery grants.
- Forge links with the Commercial Division in respect of sponsorship opportunities
- Support the development of the Live Sites model, utilising relevant insight from large-scale cultural projects and mega-events.
Budget & Procurement

- Oversee CCQ division contracting and procurement to ensure optimal performance and maximum value for money.
- Lead on the day-to-day management the CCQ global budget, working closely with Executive Producers and Producers to report and monitor variance to planned expenditure and reporting to the Chief Creative Officer and Finance Function relevant live project data.
- Ensure any external design processes (such as Baton or Medals) are sufficiently planned and implemented to ensure timely delivery against CCQ requirements.
- Input into the development of CCQ or OC policy documents as required by programmes.
- Support CCQ team members with the management of contractors and suppliers.

Stakeholder Relations

- Develop appropriate documentation (presentations, strategic or operational plans) to be used to communicate with the multiple stakeholders invested in CCQ programmes.
- Represent the Chief Creative Officer and the CCQ division at key internal and external meetings as required, upholding the reputation and values of the Games.
- Work across CCQ to balance the delivery priorities of individual programmes with the differing needs of multiple stakeholders; ensuring the best outcome for the Games, including athletes, spectators, cultural sector, Games Partners, sponsors and Government.
- Build strong working relationships with Commonwealth nations and territories as part of the development and coordination of the Queen’s Baton Relay.
- Interface closely with the Marketing & Communications function to maximise the profile and engagement opportunities of CCQ programmes.

Responsibilities of the role will evolve during the lifespan of the Organising Committee and it is likely that the role profile will evolve with the changing needs of the OC.

Person specification

3a) Skills and experience required

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<th>Area</th>
<th>Critical</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Qualifications</td>
<td>Relevant industry experience</td>
<td>Degree or equivalent in a related discipline</td>
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<tr>
<td>Skills &amp; Ability</td>
<td>Ability to assess a range of complex programme delivery options and implement the most appropriate approach for the B2022 OC environment.</td>
<td>Fundraising and bid writing skills, in particularly for public funders</td>
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<td>Exceptional strategy, planning and project management skills</td>
<td>Skilled in cross-programme campaign planning with marketing and communications functions</td>
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<td>Energetic and dynamic individual with senior level organisational skills, and an attention to detail with a focus on delivery.</td>
<td>Ability to manage project-level procurement for a large-scale publicly funded events</td>
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<td>Resilient with an effective approach to resolving challenges and identifying solutions.</td>
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<td>Ability to build relationships, with speed and credibility, with people at all levels (internal or external)</td>
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<td>Strong analytical skills in solving multi-faceted problems, weighs up cross-organisation and</td>
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<td>Knowledge and Experience</td>
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<td>• Proven effectiveness and success in delivering complex and high-profile programmes as part of large-scale events, from planning to project delivery.</td>
<td>• Experience working with the arts and cultural sector / creative industries</td>
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<td>• Working knowledge of all parts of production and delivery processes, particularly associated with the establishment of cultural programmes or creative events.</td>
<td>• Proven record in large-scale public engagement projects</td>
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<td>• Proven record in people management</td>
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<td>• Experienced in budget management for rapidly evolving time-limited projects</td>
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<tr>
<td>• Strong track record in fundraising and partnerships with public bodies and agencies</td>
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<tr>
<td>• Experienced in working within a multi-stakeholder environment.</td>
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### 3b) Personal Qualities

**Teamwork**

• Embraces diversity and displays respect and loyalty to colleagues, the organisation and partners;  
• Engages effectively, and is helpful and supportive towards others;  
• Highly collaborative, taking the time to engage with team members;  
• Reliable and committed to success of the team;  
• Embraces change and is adaptable;  
• Able to multitask and willing to take on additional roles and tasks;

**Communication**

• Natural communicator at all levels, approachable and knowledgeable;  
• Open and transparent but also maintains trust and confidentiality;  
• Prepared to challenge information and bureaucracy;  
• Embraces and absorbs new information;  
• Comes up with ideas and communicates these to others;

**Commitment and results delivery**

• Displays the highest levels of integrity and commitment with an ability to deliver excellent results;  
• Plans ahead and manages time effectively;  
• Deals with ambiguity, flexible and creative in approach to delivery;  
• Resilient and positive through change and adapts positively;  
• Takes accountability and ownership of tasks and problems;  
• Tenacious and seeks to overcome obstacles and challenges;  
• Meets milestones and is committed to achieving a positive result;  
• Uses initiative to resolve matters within control and understands when to pass on relevant issues or incidents;  
• Comes up with ideas and shares these with the team;  
• Follows rules and guidelines;  
• Provides quality work that is fit for purpose;

**Motivation and drive**

• Self-motivated and proud to be part of the experience;  
• Demonstrates enjoyment in their work;  
• Professional, polite and approachable manner;  
• Positive attitude and optimistic;  
• Resilient, calm and in control of emotions;