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|  | **POST TITLE:** Bishop Auckland Heritage Action Zone Project Manager |  |
| 1. **2.** | **POST NUMBER:** |  |
| 1. **3.** | **GRADE:** 11  Job Evaluation Ref. No.: N9973 |  |
|  | **LOCATION:** Your normal place of work will be County Hall, Durham. However; you may be required to work at any council workplace within County Durham. |  |

1. **RELEVANT TO THIS POST:**

**Flexible Working:** Subject to service needs the Council’s flexible working policy is applicable to this post

**Contract:** Fixed term, up to March 2023

1. **ORGANISATIONAL RELATIONSHIPS:**

This post will report to the Regeneration Projects Manager and will be responsible for:

* The management, co-ordination and delivery of the projects identified in the Bishop Auckland Heritage Action Zone Delivery Plan, as agreed by the Brighter Bishop Auckland Regeneration Partnership, Durham County Council and Historic England
* Enabling full participation and engagement in the implementation of the Delivery Plan with formal and informal partners, including members of the wider Bishop Auckland community
* Liaison with the Stockton & Darlington Railway Heritage Action Zone to co-ordinate and take advantage of potential joint partnership working opportunities.

1. **DESCRIPTION OF ROLE:**

The Bishop Auckland Heritage Action Zone (HAZ) has been established to promote heritage-inspired growth in areas currently in decline, and to complement other initiatives in the area to bring about lasting change.

Working within and drawing on the expertise of a wider multi-disciplinary team, the post holder will develop, co-ordinate and implement the Heritage Action Zone in Bishop Auckland over the 5 year delivery period. The person will project manage the implementation of the Delivery Plan and report progress on a regular basis to the HAZ Advisory Group and the Brighter Bishop Auckland Regeneration Board. The person will be responsible for liaison with partner bodies, local organisations and the local community, advocating active engagement; raising awareness and understanding of the role of heritage supporting regeneration; encouraging and facilitating new development of a high standard with the provision of excellent customer care and will deliver the performance targets set out in the Delivery Plan. The post holder will need an ability to operate strategically, identify links, work across a wide range of sectors, and deal with partners and stakeholders across all levels of responsibility.

1. **DUTIES AND RESPONSIBILITIES *SPECIFIC* TO THIS POST:**

Listed below are the responsibilities this role will be primarily responsible for:

**Main duties and responsibilities**

The post-holder’s main duties are:

* Direct responsibility for the effective co-ordination and delivery of the Heritage Action Zone programme in terms of project management and financial monitoring;
* Develop, manage, and contribute to the management of, projects within the HAZ as required, to ensure delivery to agreed methods and timescales, including supporting delivery of projects by partners. Projects may include (but not be limited to): collation of baseline data and analysis; area surveys, feasibility studies, building repair and conservation schemes, enforcement action, community engagement, training and education, and promotional activities and events.
* In conjunction with the Council’s Conservation Team and Historic England, ensure that all projects are delivered to the highest conservation and design standards in accordance with best practice.
* To prepare and support others in the effective preparation of bids, tenders, research, reports, evaluations and other documentation to implement the Delivery Plan, working with consultants and partner bodies as appropriate;
* To work with partners to secure match funding or in kind support to existing and new projects during the implementation phase, and to seek to ensure sustainability once the formal Heritage Action Zone has ended;
* To prepare funding strategies and applications in support of the Heritage Action Zone;
* To promote the Bishop Auckland Heritage Action Zone to the wider world, and inspire people to visit the town, celebrate its history, architecture and character, and benefit from its rich cultural heritage and potential;
* To ensure the efficiency of the Heritage Action Zone by developing appropriate administrative, financial and reporting systems;
* To manage, monitor and control the Heritage Action Zone budget, and ensure the effective use of resources by staff, partners and beneficiaries;
* To co-ordinate and lead regular progress meetings of the Advisory Group and develop appropriate reporting and lines of communications for this Group;
* To directly report regularly to the Brighter Bishop Auckland Partnership Board, the Heritage Action Zone Advisory Group, Durham County Council and Historic England of the programme against aims, objectives and targets maintaining regular updates to the wider community;
* To co-ordinate and maintain good communications with all those involved in the Heritage Action Zone and with the community, developing good public relations and media contact;
* To maintain a broad partnership with existing and new partners, and maintain a wide network of contacts to participate in and support the Heritage Action Zone;
* To maintain a strategic overview of the Heritage Action Zone’s role, activities and finances to ensure that there is due governance and diligence in carrying out its aims and objectives, and advise the Partnership Board and Advisory Group on actions to achieve this;
* To support and co-ordinate the work and input of partner organisations and individuals both into the Heritage Action Zone, and its constituent programmes and projects, integrating the HAZ into relevant key strategic priorities and ensuring heritage is a key element within the HAZ area’s growth;
* To act as a champion and advocate for heritage, which may include: organising and participating in public meetings, events and exhibitions, and the preparation of publicity and interpretative material as appropriate;
* To ensure compliance with legal, financial and other responsibilities and obligations, whether directly or indirectly, to prepare and present quarterly updates on project spend to the HAZ Partnership Team;
* To manage and support volunteers associated with Heritage Action Zone projects;
* To support creative and innovative ways of working to meet new needs and opportunities, which may extend the work and legacy of the Heritage Action Zone beyond 2024.

**Occasional tasks**

* Commissioning, procurement and management of consultancies, supplies and other services;
* Management of specific Heritage Action Zone projects on behalf of the County Council;
* Representation and promotion of the Heritage Action Zone at meetings and events locally, and further afield;
* General management of administrative, financial, reporting and other tasks to ensure effective day to day running of the office;
* Ongoing monitoring of the Heritage Action Zone expenditure, outcomes and outputs, and preparation of final reports and evaluation of the scheme as a whole.

The post holder will also undertake other related duties in support of the delivery of the Heritage Action Zone. These may vary from time to time without changing the nature of the post or the level of responsibility and the post holder may also be required to carry out any other duties appropriate to the grading of the post

**9. COMMON DUTIES AND RESPONSIBILITIES:**

9.1 **Quality Assurance**

To set, monitor and evaluate standards at individual, team performance and service quality so that the user and the Service’s requirements are met and that the highest standards are maintained.

9.2 **Professional Practice**

To ensure that professional practice in the team is carried out to the highest standards and developed in line with the Service’s stated objectives of continual improvement in quality of its service to internal and external customers.

9.4 **Health and Safety**

Manage health and safety in their area of responsibility in accordance with the relevant section(s) of the Corporate/Service Health and Safety Policy and to ensure that the Health and Safety policy, organisation arrangements and procedures as they relate to areas, activities and personnel under your control are understood, implemented and monitored.

9.5 **General Management (where applicable)**

To provide vision and leadership to staff within a specialist team, ensuring that effective systems are in place for workload allocation and management, the application of the Authority’s and the Service’s policies and procedures, including those relating to equality, supervision and appraisal and all aspects of their performance, personal development, health and welfare.

9.6 **Financial Management (where applicable)**

To manage a designated budget (as required) ensuring that the Service achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.

9.7 **Appraisal**

All members of staff will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process.

9.8 **Equality and Diversity**

As an organisation we are committed to promoting a just society that gives everyone an equal chance to learn, work and live free from discrimination and prejudice.  To ensure our commitment is put into practice we have an equality policy which includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

       These policies apply to all employees of Durham County Council.

9.9 **Confidentiality**

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using Council information assets. The Council has a Personal Information Security Policy in place.

9.10 **Induction**

The Council has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

Person Specification – Bishop Auckland Heritage Action Zone Project Manager (Grade 11)

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualification** | * Educated to degree standard in an appropriate architectural, planning, urban design or project management discipline | * Membership of a recognised professional body | Application form  Selection Process  Pre-employment checks |
| **Experience** | * Substantial post qualification experience in programme or project management work * A successful track record in taking forward projects within a regeneration environment * Experience of working within a customer focused environment * Experience in working within the historic environment or market towns, * A proven track record of working with stakeholders to successfully engage them * Experience of working with and across a wide range of historic, planning and regeneration agencies | * Experience of working in the public sector * Experience of working effectively within a political environment. | Application form  Selection Process  Pre-employment checks |
| **Skills / Knowledge** | * Ability to engage in cross team working and to deliver an integrated approach to service delivery * Strong interpersonal skills and ability to challenge, support, influence and engage developers, stakeholders and the wider public and resolution skills. * Excellent written and oral communication skills, including ability to prepare reports on complex issues and the confidence to present them. * Ability to animate project ideas and concepts to partner bodies, interested parties and the wider community * Strong project management skills and understanding key design processes and stages. * Ability to manage budgets, evaluation and consultants * Sound knowledge and understanding of current/changing legislation, policies and good practice * Strong analytical skills which can translate strategic priorities through the delivery of operational services. * Broad range of architectural, planning, /placemaking knowledge, including an appreciation of related professions/disciplines (e.g. road engineering, environmental health, development economics etc.) * Working knowledge of IT systems, including windows office and GIS * Preparing successful funding bids (preferably for heritage projects) * Co-ordinating and organising community based events, activities and training | * Ability to develop knowledge and experience of heritage assets and building conservation * Ability to develop knowledge and experience of Historic England’s Heritage Action Zone initiative * Ability to develop knowledge and experience of Bishop Auckland’s historic environment * Ability to develop knowledge and experience of local heritage and community groups, and strategic partners and stakeholders active in the HAZ and the town. * Ability to develop knowledge and experience of commercialisation awareness and economics of development projects. | Application form  Selection Process  Pre-employment checks |
| **Personal Qualities** | * Flexible and adaptable to the changing needs of the role * Committed to personal development within the workplace. * High level of credibility in order to influence developers and justify decisions. * Pragmatism, a ‘can do’ attitude and a high achievement drive. * Ability to work on own initiative whilst meeting deadlines and balancing conflicting priorities. * Ability to work both independently and as part of a team. * Ability to deal with a wide range of customers and situations. * Enthusiastic and self-motivated. * Approachable and customer focused with good people skills. * Commitment to participate in work requirements out of standard working hours as required. * Access to a car or means of mobility support (if driving should have driving licence and appropriate insurance) |  | Application form  Selection Process  Pre-employment checks |