

DARLINGTON BOROUGH COUNCIL
ECONOMIC GROWTH & NEIGHBOURHOOD SERVICES

JOB DESCRIPTION

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| <u>POST TITLE :</u> | Heritage Action Zone Project Manager |
| <u>GRADE :</u> | P |
| <u>JOB EVALUATION NO.</u> | E3453 |
| <u>REPORTING RELATIONSHIP</u> | Built & Natural Environment Manager |
| <u>JOB PURPOSE :</u> | To be responsible for raising awareness and understanding of the role of heritage led regeneration and the importance of the Stockton and Darlington Railway, and co-ordinate the successful co-ordination and delivery of a range of projects within the wider Programme. The post holder will act as an advocate for the Stockton and Darlington Railway and operate strategically, identify links, work across a wide range of sectors, and deal with partners and stakeholders across all levels of responsibility. |
| <u>POST NO.</u> | D14035 |
| <u>PDR COMPETENCY FRAMEWORK</u> | Level 1 |

The Stockton and Darlington Railway (SDR) has great historic significance. Opened in 1825 and running 26 miles from Witton Park in County Durham, through Shildon, Darlington and Stockton, this is where the modern locomotive powered passenger railway was born. Eventually extended to Middlesbrough and Saltburn, the line afforded people some of the first travel and leisure opportunities and changed the shape of the world's communications, travel and economy.

As the birthplace of the modern railway, we were not only the place where the momentous first journey in 1825 was taken, but we were also the cradle of innovation and at the forefront of the Industrial Revolution in the early 19th century. Indeed the area is still a frontrunner in the development of new technologies in growth sectors such as low carbon technology, space, bioscience and engineering. Our rail heritage is not only a window to the past but also a great springboard to the future.

The Stockton and Darlington Railway Heritage Steering Group share a joint vision that "by 2026 the Stockton and Darlington Railway will be recognised as a world class heritage attraction, having built on its reputation as the birthplace of the modern railways to strengthen and promote a strong cultural offer that provides a distinctive experience for visitors and residents. This world class attraction will boost the economic growth potential of the area in this pioneering approach of using our historic environment to act as a catalyst to drive forward heritage led regeneration"

This partnership was successful in securing Historic England's Heritage Action Zone status and a Rail Heritage Programme and Delivery Plan has been developed to incorporate the priorities of the Group and the Heritage Action Zone.

The Project Manager will work alongside the Rail Heritage Programme Officer, Heritage Capital Project Manager, Tees Valley Combined Authority, Local Authority partners and Historic

England to deliver projects within the Programme which directly contribute to the aims and objectives of the Heritage Action Zone.

MAIN DUTIES/RESPONSIBILITIES

Project Development, Management and Delivery

1. Develop and facilitate delivery of projects (within the Stockton and Darlington Railway Heritage Action Zone Programme – ensuring 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, feeding into the development of an Interpretation Plan which will tell the ‘grand narrative’ of the Stockton and Darlington Railway), feasibility studies, building repair and conservation schemes, enforcement action, community engagement, training and education, and promotional activities and events.
2. Ensure that all projects are delivered to the highest conservation and design standards in accordance with best practice in conjunction with conservation specialists based within the three partner Council’s and Historic England.
3. Work alongside the S &DR Programme Officer to integrate the HAZ programme and projects effectively into relevant key strategic priorities, to ensure that heritage is a key element within the HAZ area’s growth.
4. Develop systems, in conjunction with key stakeholders including property owners and occupiers, to ensure the outcomes of the HAZ are sustained into the future for its long-term management and maintenance.
5. 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 2023.
6. To prepare and support others in the effective preparation of bids, tenders, research, reports, evaluations and other documentation to implement the Programme, working with consultants and partner bodies as appropriate;

Engagement, Co-ordination and Promotion

7. To act as a champion and advocate for heritage and the Stockton and Darlington Railway across all sectors, which may include: publicising and promoting the S&DR and the historic significance of the area, and the Heritage Action Zones role as being a catalyst for heritage led regeneration and economic growth. You will also be expected to organise and participate in public meetings, events and exhibitions, and lead in the preparation of publicity and interpretative material (as appropriate).
8. To promote the Stockton and Darlington Railway and Heritage Action Zone Programme to the wider world, and inspire people to visit the area, celebrate its history, architecture and character, and benefit from its rich cultural heritage and potential;
9. 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.
10. Promote and practice inclusive economic growth and economic wellbeing within the community to include working closely with Historic England’s Local Engagement Officers to maximise the opportunity for and implement inclusive community engagement activity.
11. Work with key partners and stakeholders to:

- (a) Identify and develop further projects deliverable across the lifetime of the HAZ, which support the aims of the wider programme.
 - (b) Engage and liaise with heritage and community groups, to build upon opportunities for joint working and collaboration
 - (c) Strengthen partnerships with key strategic stakeholders to ensure integration in the planning and delivery of complementary initiatives and projects.
 - (d) 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 Programme.
12. Assist owners, organisations and groups in the preparation of funding applications to external organisations and internal funding sources to deliver projects.
 13. Actively promote Heritage Skills Training and training of volunteers as part of the delivery of projects.
 14. Attend and present at committees, meetings and other forums.
 15. Liaison with the Bishop Auckland and Sunderland Heritage Action Zones to co-ordinate and take advantage of potential joint partnership working opportunities.

Finance, Monitoring and Evaluation

16. General management of administrative, financial, reporting and other tasks to ensure effective day to day running of the office and ensure the effective use of resources by staff, partners and beneficiaries;
17. Administer and monitor budget allocations and project spend across the projects within the HAZ Programme that you have responsibility for – feeding into the wider Programme and assisting in the preparation of quarterly updates on project spend to the Partnership Team.
18. 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.
19. Commissioning, procurement and management of consultancies, supplies and other services where necessary;
20. Work with the Programme Officer to establish and implement effective budget and information management and monitoring systems to fulfil the requirements of the Council and Historic England, to ensure the expenditure, outcomes and outputs of the Programme are effectively monitored and evaluated.
21. To support ongoing monitoring of the Heritage Action Zone expenditure, outcomes and outputs, and preparation of final reports and evaluation of the scheme as a whole including preparation of a final evaluation report on the HAZ programme and final Delivery Plan.
22. 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.
23. 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 on actions to achieve this;

General

24. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
25. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
26. Carry out your role in line with the Council's Equality agenda.
27. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
28. Any other duties of a similar nature related to this post that may be required from time-to-time.
29. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Date: March 2018

DARLINGTON BOROUGH COUNCIL
ECONOMIC GROWTH & NEIGHBOURHOOD SERVICES
HERITAGE ACTION ZONE PROJECT MANAGER
PERSON SPECIFICATION
POST NO. D14035

All appointments are subject to satisfactory references.

| Criteria No. | Attribute | Essential (E) | Desirable (D) |
|---------------------------------------|--|---------------|---------------|
| Qualifications & Education | | | |
| 1. | Recognised project management qualification. | | D |
| 2. | Degree / NVQ Level 4 (or equivalent) in planning, architecture or conservation | | D |
| Experience & Knowledge | | | |
| 3. | Experience of managing a variety of projects delivering tangible outcomes of approximately 4 years | E | |
| 4. | Experience of managing budgets and consultants of approximately 4 years | E | |
| 5. | Experience of preparing successful funding bids | | D |
| 6. | Experience of co-ordinating activities, events and training | E | |
| 7. | An understanding of heritage assets and building conservation. | | D |
| 8. | Knowledge of Historic England's Heritage Action Zone initiative. | | D |
| 9. | Knowledge and understanding of heritage and community groups, and strategic partners and stakeholders active in the HAZ area and wider area. | | D |
| 10. | Knowledge and experience of working with communities – working to boost community capacity, understanding and engagement. | E | |
| 11. | Understanding of local government environment and roles of elected members and officers. | | D |
| 12. | Understanding of Health & Safety in practice. | | D |
| Skills | | | |
| 13. | Able to work on own initiative and as part of a team. | E | |
| 14. | Competence in budget management. | E | |
| 15. | Ability to organise and manage community based events, activities and training. | E | |

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| 16. | Excellent communication and negotiating skills, with the ability to engage and influence the wider community and act as an advocate for the Stockton and Darlington Railway and the Heritage Action Zone Programme | E | |
| 17. | Flexible practical approach to work planning. | E | |
| 18. | Understanding of computer systems and competency in Office Applications e.g. MS Word/Excel and office packages | E | |
| Personal Attributes | | | |
| 19. | Polite, professional manner | E | |
| 20. | A demonstrable interest in railway heritage. | E | |
| 21. | Ability to carry out the travelling requirements of the post. | E | |