

Northumberland County Council

JOB DESCRIPTION

Post Title: Senior Programme Officer (Hexham High Streets Heritage Action Zone)		Director/Service/Sector: Regeneration, Commercial & Economy / Economy & Regeneration Service		Office Use
Grade: Band 8		Workplace: County Hall, Morpeth & expected to work in Hexham regularly and at other locations as and when required in accordance with the Agile Working Policy		JE ref: 3639 HRMS ref:
Responsible to : Community Regeneration Manager		Date: December 2019	Lead & Man Induction:	
Job Purpose: To develop, project manage, monitor, deliver and review the Hexham High Streets Heritage Action Zone (HSHAZ) working with partners to help achieve strategic heritage led town regeneration priorities.				
Resources Staff		Supervise the work of the appointed Conservation Accredited Architect (external consultant), project team, trainees or support staff on particular tasks or projects.		
Finance		Directly responsible for project management of £2.4m budget including a building grants scheme associated with the HSHAZ programme and any other relevant council-led projects, and indirectly responsible for funds associated with projects facilitated by the team which contribute to this.		
Physical		Collect, review and update evidence based data to support the undertaking of the HSHAZ programme supporting the development of regeneration, heritage, transport and other strategies, policies and projects.		
Clients		Councillors, members of the public, parish councils, businesses, external organisations and central government departments.		
Duties and key result areas: <ul style="list-style-type: none">As part of the team, develop, project manage, deliver and review the Hexham High Streets Heritage Action Zone (HSHAZ) working with partners to help achieve strategic heritage led town regeneration priorities in the wider context of economic growth, regeneration and conservation policies for Northumberland.Contribute to the development, delivery and review of the HSHAZ Programme by taking the lead on particular projects including directly managing the £1.4m HSHAZ Building Grants Scheme working with business to develop quality conservation led. 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; feasibility studies; building repair and conservation schemes; re-purposing schemes; enforcement action; community engagement, training and education, professional skills training, promotional activities and events.Inform wider policy development in relation to heritage led regeneration particularly in terms of conservation and heritage, land use planning and economic growth.				

- Work with partners, both internal and external utilising commercial expertise and community engagement expertise to secure input to the programme, preparing and supporting the effective preparation of bids, tenders, research, reports, evaluations and other documentation to support the Scheme Programme, working with consultants and partner bodies as appropriate and attract funding for heritage led regeneration.
- Collect and update data as part of the evidence base to inform heritage led regeneration priorities and provide interpretive analyses and reports, as required.
- Take a lead in the development of particular heritage led regeneration projects, report on progress, and monitor the outputs/outcomes of delivery and 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.
- Prepare reports on local, regional and national heritage led regeneration policy and initiatives prepared by government departments, neighbouring local authorities and other organisations.
- Contribute to specific professional and service related projects or delivery initiatives in accordance with given terms of reference or objectives.
- Respond to and act upon correspondence, complaints service requests and enquiries from MP's, Elected Council Members, Parish Councils and all services users.
- Prepare reports for and co-ordinate the HSHAZ Programme Board and Delivery Group and attend as directed Risk Appraisal Panel, Cabinet, Scrutiny and other Council Committees and funder organised bodies as appropriate providing updates on the programme against aims, objectives and targets maintaining regular updates to the wider community.
- Adopt effective and constructive relationships with colleagues and external contacts in order to promote effective community engagement and partnership arrangements for the delivery of high quality services
- As a member of the service's professional team, support the corporate planning and management of the service.
- Represent the interests of the County Council at public meetings, parish council meetings and stakeholder groups, as appropriate.
- Project Manage the HSHAZ funding stream and any other relevant funds (including monitoring returns and grant claims working with the external funding team) ensuring that sound management systems are in place, performance is regularly monitored and remedial action taken where necessary.
- Determine the most effective utilisation and deployment of resources (human, physical and financial) to achieve the objectives set by senior managers.
- Lead and assist in the negotiation, letting and management of contracts and agreements for work in support of projects and operations
- Any other duties appropriate to the nature, level and grade of the post.

Work Arrangements

Transport requirements:	Generally office based, with regular travel to Hexham and work sites throughout the County and further afield on occasion.
Working patterns:	Normal office hours with occasional attendance at meetings on an evening.
Working conditions:	Office based with regular site visits at all times of the year in all weather conditions. Regular contact with project beneficiaries including businesses and members of the public. Working in a modern, flexible way including hot desk facilities in Hexham and open plan office at County Hall.

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Essential	Desirable	Assess
Knowledge and Qualifications		
<p>BTEC Higher National Diploma (HND) or equivalent standard of general education.</p> <p>Knowledge of relevant legislation, policies, practices and procedures in relation to project management.</p> <p>Good understanding of heritage led regeneration issues .</p> <p>Good understanding of wider related policies, especially in land use planning, conservation, economic growth, the retail sector and commercial viability issues</p> <p>Good understanding of Public Sector Funding sources.</p> <p>Good knowledge of Google applications.</p>	<p>Degree in Town planning or Regeneration related subject.</p> <p>Relevant professional qualifications (e.g. CIHT, IHBC, RICS, MRTPI)</p> <p>In depth knowledge of issues for one area of regeneration or economic development</p> <p>Good understanding of built environment, conservation and planning issues and how they apply to the regeneration agenda</p> <p>Good knowledge of Microsoft Office Project and Access database.</p>	
Experience		
<p>Significant experience in developing policies and project / programme management related to town or one other regeneration initiative.</p> <p>Experience in developing bids, projects and programmes</p> <p>Direct financial management experience involving large scale public/private funded programmes or schemes.</p> <p>Experience of data collection, analysis and interpretation.</p> <p>Effective working with outside organisations and stakeholders with a proven track record of successful engagement with stakeholders working with public, private, voluntary and community sectors.</p> <p>Extensive experience in drafting, issuing and managing contracts.</p>	<p>Recent experience in attracting funding for regeneration projects particularly regarding property improvement projects, including within Conservation Areas.</p> <p>Experience of working with the education and learning sector.</p> <p>Experience of developing and delivering community engagement projects, events and activities and working with volunteers.</p>	

<p>Experience and demonstrable success in the management of change and of securing the support of others in the process..</p> <p>Experience of working with businesses and communities in developing and delivering a wide range of project activity.</p> <p>Experience in making presentations at public meetings, committee meetings and stakeholder groups.</p>		
Skills and competencies		
<p>Excellent report writing, communication and presentation skills with the ability to animate project ideas and concepts to partner bodies, interested parties and the wider community</p> <p>Strong project management skills and understanding key design processes and stages</p> <p>A corporate and collaborative commitment to tackling issues in a non-departmental manner and the ability to maintain a clear overview of issues affecting both the service area and the Council as a whole. .</p> <p>Good interpersonal skills with the ability to work as part of a team, guide non-specialists and negotiate with partners and funding organisations.</p> <p>Personality, conduct and credibility that engages and commands the confidence of colleagues, officers from other directorates and stakeholders.</p> <p>Objective and rational approach to problem solving.</p> <p>Self motivated, adaptable and resourceful.</p> <p>Effective planning and organisational skills.</p> <p>Ability to work on own initiative.</p> <p>Ability to plan own workload.</p> <p>Strong analytical skills and concentration levels.</p>		

Ability to work under pressure with numerous regular disruptions and ongoing conflicting demands from diverse sources.		
Physical, mental and emotional demands		
<p>Dexterity, co-ordination and sensory skills to achieve the required standard of keyboard accuracy.</p> <p>Normally works from a seated position with some need to walk, bend or carry items.</p> <p>Need to maintain general awareness, with prolonged periods of concentrated mental attention.</p>		
Motivation		
Proactive and achievement orientated.		
Conscientious and flexible attitude to work.		
Other		
Ability and licence to drive to current EU standards		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits