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| **Job Description** |
| **Post title** | Principal Heritage Coast Officer |
| **JE Reference No** | N6200 |
| **Grade** | 12 |
| **Service** | Neighbourhoods & Climate Change |
| **Service Area** | Environment – Environment and Design |
| **Reporting to** | Environment & Design Manager |
| **Location** | Your normal place of work will be Spectrum Business Centre, Seaham but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post **is not** subject to a disclosure. |
| **Flexitime** | This post **is** eligible for flexitime. |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

The postholder will be responsible for servicing and supporting the workings of the Durham Heritage Coast Partnership and will be responsible for the implementation of the Durham Heritage Coast Management Plan.

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| **Duties and responsibilities** |

* To co-ordinate the production, support and monitor the implementation of an annual Business Plan and Action Plan linked to the Durham Heritage Coast Management Plan, in liaison with Heritage Coast partners
* To organise, service and support the workings of the Durham Heritage Coast Partnership Steering Group, and its sub-groups providing expert advice to partner organisations
* To undertake a co-ordinating and supporting role in working with partner authorities, agencies and organisations to implement the Durham Heritage Coast Management Plan monitoring of annual Management Plan Action programmes and associated projects
* To identify and make application to potential funding sources to assist the implementation of approved management initiatives and to oversee all necessary monitoring information required as a result of successful bids
* To co-ordinate the core and project funding bids from partner organisations and others across the Heritage Coast
* To co-ordinate the partnership’s collective response, where appropriate, to local, regional and national consultations on issues impacting on Heritage Coast and coastal zone management, including those relating to the land and maritime planning process
* To raise awareness and understanding and the adoption of Heritage Coast objectives amongst the Partnership and other agencies with coastal responsibilities, local communities, visitors and the general public
* To oversee the development of a future long term strategy of Integrated Coastal Zone Management for the Durham Coast, in liaison with other local authorities, coastal agencies, regional and national organisations
* To promote awareness of the Durham Heritage Coast and understanding of its management needs and priorities and to represent the Durham Heritage Coast at seminars, conferences and other events, as appropriate
* To support the establishment and maintenance of close linkages with parish councils, community organisations, user groups, businesses, regeneration initiatives and mechanisms within and on the fringes of the Durham Heritage Coast, including the neighbouring local authorities, to ensure management aims and actions are understood and reflect local needs and priorities and to also ensure that action undertaken is consistent with and complementary to relevant initiatives within the wider area
* To make input to the development of national and regional policy on coastal management through representation and involvement in appropriate fora
* To supervise, support and develop such staff as may be appointed to the core project team
* To undertake other duties as required, consistent with the responsibility level of the post

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification |
|  | Essential | Desirable |
| Qualifications | * Degree (or an equivalent qualification) in countryside management, conservation, coastal zone management, planning or a related field
 | * Membership of a relevant professional body
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| Experience | * Substantial experience of producing strategic level management plans for high value landscapes covering aspects in partnership working, project management, and presentational skills
* Securing, and the administration of, outside agency funding
* Working with the community
* Conflict resolution
* Political awareness
 | * Experience of GIS as a management tool
* Experience of coastal zone management
* Experience of tourism strategies and projects
* Experience of marketing and promotion
* Experience of programme management software
* Experience of giving presentations to a wide variety of audiences
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| Skills & Knowledge | * Ability to write technical, progress and financial reports
* Ability to give keynote presentations using a range of presentational tools
* Ability to deal effectively with the media
* Ability to negotiate
* Ability to drive a motor vehicle or have access to mobility support
* Knowledge of Heritage Coast objectives
 | * Awareness of emerging Integrated Zone Management policy
* Knowledge of local authority financial systems
* Knowledge of current regeneration initiatives dealing with economic and social issues
* Knowledge of the inter-relationship of a Heritage Coast Management Plan and other statutory and non-statutory Plans and Instruments
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| Personal Qualities | * Self confidence, reliability and self reliance
* Articulate, presentable and pleasant
* Alert and quick on the uptake
* Tactful and pragmatic
* Reasonably mobile physically
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