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| **Job Description** | |
| **Post title** | Project Manager (Historic Environment Officer) – Land of Lead and Silver |
| **JE Reference No** | N11232 |
| **Grade** | 11 |
| **Service** | Neighbourhoods & Climate Change |
| **Service Area** | Environment – North Pennines AONB Partnership |
| **Reporting to** | Programme Development Manager |
| **Location** | Your normal place of work will be AONB Offices, Stanhope 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** |

# To develop (and lead delivery if funding secured) the North Pennines AONB Partnership’s ‘Land of Lead and Silver’ project.

# The Project Manager will lead the design of the NLHF Delivery Stage application and undertake preparatory activities, including by securing and managing suitably qualified professional contractors, which increase understanding of our heritage, build volunteer capacity to manage, interpret and conserve it, and contribute to project design.

# The Project Manager will submit the second stage application to National Lottery Heritage Fund and secure all partnership support, including match funding, for the successful completion of this development stage, and for the application for the 4-year Delivery Stage

The Project Manager will manage the work of Interpretation & Engagement Officer on the same project, whose role will be to develop volunteer engagement, a volunteer training programme and to support the production of the Interpretation and Engagement Framework for the project.

If funding is secured the officers will have the option to remain in post to deliver the 4-year programme.

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| **Duties and responsibilities** |

* Prepare and maintain a detailed programme for all aspects of the project
* Complete all project administration, including contributing to quarterly reports and claims, and final bid submission.
* Commission and manage architect’s services to draw up architectural conservation plans and detailed specifications for works on the eight shortlisted sites/structures
* Co-ordinate and supervise ecological and geological assessment for sites as appropriate, working alongside volunteers and experts
* Support the newly established North Pennines Mines Research network
* Work with volunteers and Historic England colleagues to draw together material to enrich the current listings of one or more sites and structures
* Secure landowner agreements and statutory consents for works, maintenance and access on all shortlisted sites/structures
* Line manage and support a new Interpretation & Engagement Officer to work with a number of partners on a new Interpretation & Engagement advisory panel to draw up an I&E framework for lead mining heritage in the North Pennines, building on our existing work
* Hold a review workshop at the midpoint of the development period to reflect back work to volunteers and partners and to receive further input
* Explore options for funding during the delivery phase and complete a report for Historic England
* Maintain the project website
* Report progress to the Historic Environment Working Group
* Support the Staff Unit and the Historic Environment Working Group members in developing further initiatives relating to the Historic Environment.
* Contribute to the implementation of the AONB Management Plan.
* Undertake any other duties within the scope of the grade of the post as directed by the Management Team.

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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 equivalent, in archaeology, history, conservation, or a related subject | * Membership of a relevant Professional Body |
| Experience | Significant experience of:   * Working with specialist contractors and advisers across a variety of disciplines * Conservation and management of the historic environment * The recording and interpretation of the historic environment * Working with the public, with volunteers, local community groups, farmers and landowners * The implementation and monitoring of management plans and programmes of work. | Able to demonstrate experience/understanding of:   * Archaeological or ecological fieldwork techniques and their teaching to local community groups * Developing project briefs, putting contracts out to tender and managing projects undertaken by professional archaeological, ecological and / or creative consultants * Interpretation planning and digital interpretation techniques * Protected Landscapes and their management. * Management of staff |
| Skills & Knowledge | * Ability to undertake work with community groups and to represent the AONB Partnership and partners at public and other meetings as required * Ability to communicate effectively both orally and in writing and to articulate and win support for historic environment conservation in the AONB * Ability to develop partnerships and co-operation between organisations * Fully conversant in IT software packages such as Excel, Word and GIS. * Knowledge of funding agencies and mechanisms with regard to the historic environment * Knowledge of historic environment legislation, policy and guidance | * Assessment of historic landscapes. * Use of Arc GIS * Of the needs of the landowners, community and environment in the uplands, ideally in the North Pennines. * Of the historic environment of the North Pennines |
| Personal Qualities | * A personal commitment to making natural and cultural heritage more accessible to a broader audience. * Ability to meet the transport requirements of the post. * Ability to work using own initiative, to generate ideas and to motivate others. * An organised approach to work and a capability to work under pressure of deadlines. * Ability to develop ideas and present them persuasively. * Ability to be self-reliant and work without close supervision. * Willingness to work outside normal office hours on occasions. | * A personal commitment to and interest in the North Pennines |