|  |
| --- |
| **Job Description** |
| **Post title** | Tees-Swale Programme Manager |
| **JE Reference No** | N10097 |
| **Grade** | 13 |
| **Service** | Neighbourhoods & Climate Change |
| **Service Area** | Environment – North Pennines AONB |
| **Reporting to** | Director, North Pennines AONB Partnership |
| **Location** | Your normal place of work will be North Pennines AONB Partnership’s Office, Stanhope but you may be required to work at other locations from time to time |
|  |
| **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. |

|  |
| --- |
| **Description of role** |

This post will lead on the delivery of the ‘Tees-Swale’ programme on behalf of the North Pennines AONB Partnership and the Yorkshire Dales National Park Authority.

|  |
| --- |
| **Duties and responsibilities** |

* To oversee the delivery of the programme, maximising the opportunities for nature recovery, access and engagement, and to seek additional resources to extend its scope.
* To establish and maintain close links with Programme partners and the Programme Board and stakeholders.
* To help identify and support opportunities for the Programme to support national policy development for upland agriculture and land management.
* To appoint and supervise contractors to undertake specific development tasks.
* To report, as required, to funders, especially the National Lottery Heritage Fund, and to relevant bodies of the North Pennines AONB Partnership and its partner bodies and to the Yorkshire Dales National Park Authority on issues and actions for which the post holder is taking the lead.
* To maintain and update a risk register for the Programme
* To help to ensure that action undertaken within the AONB and National Park is consistent with and complementary to the purposes of designation / North Pennines UNESCO Geopark status.
* To undertake other duties as required, consistent with the responsibility level of the post, as directed by the Director of the AONB Partnership.

|  |
| --- |
| **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.*

|  |
| --- |
| Person specification |
|  | Essential | Desirable |
| Qualifications | * Degree or equivalent, in an environment, sustainability, countryside recreation or land management related subject
 |  |
| Experience | Substantial experience of:-* Successful working on / managing complex multi-partner projects relating to the conservation of natural beauty or land management
* Managing a specialist team / staff
* Budget management
* Writing detailed and accessible reports
* Public speaking
* Making funding applications
* IT software packages such as Excel, Word, GIS.
 | Substantial experience of:* Lottery-funded programmes for nature and/or heritage
* Working with a broad range of people, but particularly the North Pennines AONB and Yorkshire Dales communities and their representative organisations.
* Significant direct experience of protected landscapes and their management.
* Experience in the implementation and monitoring of management plans and programmes of work
* Evaluation
* ArcGIS.
 |
| Skills & Knowledge | * Ability to communicate effectively both orally and in writing and to articulate and win support for conservation and land management changes in the AONB and the Yorkshire Dales
* Ability to develop partnerships and co-operation between organisations and individuals
* Ability to represent the AONB Partnership and the Yorkshire Dales NP at public and other meetings
* Knowledge of upland hill farming, nature conservation and rural issues
* Knowledge of national and local policy initiatives for rural areas and socio-economic issues facing the uplands.
* Political awareness
 | * Knowledge of the needs of the community and environment in the North Pennines and the Yorkshire Dales and upland hill farmers in particular
 |
| Personal Qualities | * 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 organise/prioritise a heavy workload.
* Ability to develop ideas and present them persuasively.
* Self-confidence and reliability with the ability to work without close supervision.
* Willingness to work outside normal office hours on occasions.
 | * A personal commitment to and interest in the North Pennines and the Yorkshire Dales, and an interest in upland Protected Landscapes and their conservation
* An interest in and experience of protected landscapes would be a distinct advantage.
 |