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| |  | | --- | |  | | **Townscape Heritage Manager**  Thank you for your interest in applying for the above post. Please find attached the Job Description and Person Specification for the role. | | **Working for Stockport Council** | | **Macintosh SSD:Users:tony.collinge:Desktop:values_job_description:STAR_logo_and_values.jpg**  Stockport Council has 4 core values that run through everything we do and are known as the Stockport Way of doing things. As an organisation we stay true to them no matter what challenges we face. The values came from colleagues and were developed through workshops and consultation across the Council.  [This video,](https://play.buto.tv/3My87) produced 'in house' and featuring colleagues from across the Council, explains each value and shows how colleagues are living these values each day.  As a new colleague the Council will expect you to work in accordance with these values. We also have policies and procedures around health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities which we expect you to adhere to. These will be explained in detail to you as part of your induction process.  You can find out more about working for Stockport Council, and some of the benefits we offer employees, online at <https://greater.jobs/locations/stockport/> |   green band epsStockport Council  **Job Description** | |
| Post Title: Townscape Heritage Manager  **Service Area: Regeneration and Development**  **Directorate: Service to Place**  **Team: Economy, Work and Skills** | Salary Grade: MB4 |
| **Post Reports to: Head of Economy, Work and Skills**  **Post Responsible for: Underbanks TH Project Team** | |
| **Main Purpose of the Job:**  To project manage the successful delivery of Townscape Heritage projects, achieving the specified outcomes and activity, bidding for funding and managing funding returns. | |
| **Summary of responsibilities and key areas:**  1. To develop the THI implementation programme:  • responsible for developing, including timetabling and phasing, monitoring and reviewing  progress;  • Production of annual Performance Plan;  • Co-ordinating Steering Group of partner organisations;  • Submission of financial and other monitoring returns;  • Obtaining the necessary authority to progress the programme and projects;  • Ensuring adherence to Council financial and procedural guidelines.  2. To develop individual building projects  • Negotiating grants with building owners;  • Inspection of target buildings and assessing eligible works for grant aid;  • Assisting the development of proposals for re-use and repair;  • Advising on suitable methods of repair and maintenance;  • Assisting Development Control officers dealing with planning applications associated with a project;  • Liaising with the Conservation Officer in respect of any Urgent Works, Repairs Notice  procedures; Compulsory Purchase Orders.  • Advising grant applicants about issues of planning and listed building law and procedures;  • Assessment of grant applications, issue of grant approvals and monitoring work on site  including adherence to any conditions attached to grant offers;  • Approving payments including financial completion of projects.  3. To liaise with other Council officers and its partners to ensure the THI programme is fully  integrated into the Council’s wider regeneration framework  4. To generally promote the THI and represent the Conservation Team on working parties of  Council officers and its partners and at public meetings.  5. To form community partnerships with representatives from all sectors and form steering  groups.  6. To develop educational packages tailored to the requirements of the THI.  7. To develop quality schemes to improve the public realm.  8. Any other duties in connection with the delivery of the THI projects and programme.  Alternative task or duties may be assigned on an on-going basis if deemed complementary with the aims of the project. The extent of work experience gained may vary subject to work opportunities being available. | |
| **Additional responsibilities:**  To work positively and inclusively with colleagues and customers so that the Council provides a workplace and delivers services that do not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.  To fulfill personal requirements, where appropriate, with regard to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities.  To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee’s background, skills and abilities. Where this occurs there will be consultation with the employee and any necessary personal development will be taken into account. | |

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Stockport Council

Competency Person Specification

The criteria listed below represent the most important skills, experience, technical expertise and qualifications needed for this job role.

Your application will be assessed against these criteria to determine whether or not you are shortlisted for interview.  Any interview questions, or additional assessments (tests, presentations etc.) will be broadly based on the criteria below.

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| **Competency** | **Essential or Desirable** |
| To work to the Council’s values and behaviours:   * To keep the people of **Stockport** at the heart of what we do * To succeed as a **team**, collaborating with colleagues and partners * To drive things forward with **ambition**, creativity and confidence * To value and **respect** our colleagues, partners and customers | Essential |
| **Qualifications and Training** | |
| Relevant degree or postgraduate qualification in either Architecture, Building Surveying, Town Planning or built-Conservation. | Essential |
| Full membership of the IHBC or RTPI or be eligible for and working towards membership. | Desirable |
| **Experience** | |
| Experience of managing grant programmes, including developing and timetabling individual projects, obtaining authority, ensuring delivery, progress monitoring, record keeping, submitting returns and financial and budgetary control. | Essential |
| Experience of project management including developing and negotiating schemes with owners, tenants, agents and contractors, evaluating specifications and schedules of work, inspecting works to meet conservation standards and authorising payments of grant. | Essential |
| Experience of undertaking surveys or analysis of historic buildings and areas. | Essential |
| **Knowledge** | |
| Understanding of the philosophy and principles of historic building conservation. | Essential |
| Understanding of planning framework in relation to listed buildings and conservation areas. | Essential |
| Understanding of the techniques for repairs appropriate to 18th and 19th century buildings. | Essential |
| Understanding of architectural history and traditional construction methods in order to evaluate buildings and understand approaches for their repair. | Essential |
| **Skills/Abilities** | |
| All round IT skills to support programme/project management. | Essential |
| Ability to evaluate information from both written and drawn sources including technical drawings, contract documentation and specifications etc., and make recommendations of suitability for grant accordingly. | Essential |
| Ability to take a proactive approach to resolving problems and making the most of opportunities. | Essential |
| Ability to negotiate well with the public and their professional agents and with relevant Services of the Local Authority and representatives from partner organisations. | Essential |
| High standard of written and verbal communication skills. | Essential |
| Ability to interpret scale plans and technical drawings. | Essential |
| Ability to:  - work on own initiative  - work individually and as part of a team  - work under pressure and achieve deadlines  - communicate at all levels | Essential |
| Self-motivated attitude to work. | Essential |
| To meet Stockport Council’s standard of attendance. | Essential |
| Prepared to work at various venues and some unsocial hours. | Essential |
| A willingness to work outdoors and the ability to climb scaffold in order to inspect buildings at risk. | Essential |