**TAMESIDE METROPOLITAN BOROUGH COUNCIL**

JOB DESCRIPTION

The information given on this job description is intended to provide both postholder and management with an understanding and appreciation of the workload of this particular job and its role within the organisation.

The job description outlines main duties and responsibilities under broad headings only, as it is not possible to specify every item in detail.

**POST TITLE: HIGH STREET Heritage action zone project officer**

(FOUR YEARS FIXED TERM)

GRADE: GRADE I

TEAM:

SERVICE: Development and Investment

DIVISION: INVESTMENT, DEVELOPMENT and housing

DIRECTORATE: GROWTH

PRIME OBJECTIVE OF THE POST

To project manage the development and implementation of a High Street Heritage Action Zone (HSHAZ) programme of work for Stalybridge town centre by bringing improvements to buildings of historic and architectural interest and the public realm in which they sit. The Project Officer will also lead on a programme of community engagement and events, liaising with a range of specialists, consultants, and key stakeholders to secure the regeneration of Stalybridge town centre throughout the life of the project and beyond, and in the wider context of the Stalybridge Town Centre Challenge Action Plan.

SUPERVISORY RESPONSIBILITY

Responsible for line management of any contractors and consultants, as well as administration staff and support officers who work within the team.

SUPERVISION RECEIVED

Reports directly to Head of Major Programmes.

RESPONSIBILITY FOR ASSETS

The post-holder will manage and monitor the Stalybridge HSHAZ budget on a day-to-day basis, reporting to the budget holder, Head of Major Programmes and the Historic England Project Manager, and others as required.

CONTACTS

All Councillors and officers of the Council, representatives of the Council’s major project funding and delivery partners, businesses, investors, developers, residents and other stakeholders.

PRINCIPAL DUTIES

**Project Management**

1. To project manage the development and implementation of the programme and individual projects in accordance with the Council’s project management methodology and Historic England’s reporting and monitoring requirements and ensure agreed project management standards are met.
2. Prepare and present written and verbal reports and business cases as required to Tameside Council, Historic England, and other appropriate bodies and organisations as necessary.
3. Manage the day to day project risks, issues, conflicts, and priorities, ensuring the effective delivery of the project and escalate issues as required.
4. To manage, prepare or contribute to the preparation of key documents including tender specifications, briefs, contract documentation, reports relating to contractors and consultants as required.
5. To implement and co-ordinate project action plans that bring satisfactory repairs and enhancement to buildings and sites in accordance with the best conservation building practice and design principles. The procurement and supervision of consultants and contractors including conservation accredited professionals where required.
6. Liaise with and promote the scheme to property owners and tenants, relevant Tameside Council departments and external agencies/organisations, including, retailers and other businesses to ensure progress and delivery of the HSHAZ in accordance with approved specifications and conservation building techniques as required by Historic England and the Council’s Planning Conservation Requirements.
7. Identify opportunities and facilitate professional skills training and education.
8. To undertake the thorough evaluation of the programme measuring the success of the programme against defined criteria. Collation of monitoring data for Historic England to analyse as part of its programme evaluation framework

**Fiscal Responsibility**

1. Administer the HSHAZ grant programme plan and monitor budgets including the assessment and process of applications for grant funding from the HSHAZ Grant Fund and the drawdown of funding from Historic England. Ensure that grant conditions, timescales and targets are met, providing accurate reports on milestones.
2. Undertake financial monitoring including submission of financial and assessment progress reports to Historic England and Tameside Council. Consultation with Tameside Council Planning Department, Highways, Finance and Legal Officers, (and others as appropriate) on all relevant aspects and feedback guidance to those submitting applications.
3. Assist in the preparation of applications for external funding including cultural activities and events.

**Communications**

1. To develop a stakeholder engagement plan and programme of community engagement for the HSHAZ programme including partners, property owners, businesses, residents, investors and volunteers. Attend public meetings and other events as required to raise awareness of and participation in the HS HAZ programme,
2. To develop and deliver in partnership with the Council’s Communications Team and Historic England a communications plan for the HSHAZ programme including media releases, publicity information, website and social media content, talks and tours to raise awareness of the HSHAZ throughout its lifespan.
3. Effectively communicate relevant project information to the Programme Manager and senior management team, when required.
4. To oversee and support the related cultural programme, educational initiatives and other events as required,

**Team Working**

1. Work as part of a team defining project scope, goals and deliverables that support business objectives in collaboration with the senior management and stakeholders.
2. Identify opportunities for improvement and make constructive suggestions for change.

**Client Management**

1. To manage key relationships and day to day interaction with the Council’s key partners – Greater Manchester Combined Authority, Transport for Greater Manchester, Greater Manchester Rail Alliance, businesses, investors, public and private sector partners.
2. To provide robust advice to the Director of Growth, Head of Major Projects, other officers and Elected Members across the authority on economic growth matters as required

**General Requirements**

1. Continue to seek improvement of professional skills.
2. All duties to be undertaken with due regard to the confidential nature of the work.
3. Undertake other such duties of a similar nature and responsibility as may be determined.
4. Carry out all above duties in accordance with the Council’s Equal Opportunities, Health and Safety and other policies and procedures and principles and in accordance with terms, conditions and guidelines of the Historic England HSHAZ scheme.

**Heritage action zone project officer (Growth)**

##### **PERSON SPECIFICATION**

Key for analysis requirements: E = Essential D = Desirable

|  |  |
| --- | --- |
| **1. Qualifications** |  |
| 1. Educated to degree level or equivalent experience.
 | **E** |
| 1. Holding relevant project management qualification or equivalent experience (e.g. PRINCE2, Agile, or CAPM).
 | **D** |
| **2. Experience** |  |
| 1. Able to demonstrate at least two years of experience of project management in economic development and/or town centre regeneration in a large complex organisation/political environment.
 | **E** |
| 1. Experience of heritage-led regeneration and the regeneration challenges facing town centres such as Stalybridge.
 | **E** |
| 1. Knowledge of both theoretical and practical aspects of project management & public sector procurement.
 | **E** |
| 1. Successful track record in project and programme delivery.
 | **E** |
| 1. Experience of initiating, developing and managing projects with key partners and managing stakeholder engagement events.
 | **E** |
| 1. Experience of making a significant contribution to partnership working.
 | **E** |
| 1. Experience of supporting and contributing to negotiations for the delivery of complex projects.
 | **E** |
| 1. Experience of staff / contractor management.
 | **E** |
| 1. Experience of financial management.
 | **E** |
| 1. Knowledge and experience of refurbishing historic buildings using best practice conservation methodologies.
 | **D** |
| **2. Key Skills & Knowledge** |  |
| 1. Planning, organising and effective time management, with proven ability to prioritise.
 | **E** |
| 1. Ability to communicate, both written and orally, to a wide variety of audiences including Senior Officers, Elected Members, Board Members, residents and major external partners.
 | **E** |
| 1. Ability to manage projects using sound project management methodologies and techniques.
 | **E** |
| 1. Good intellectual and analytical capacity, with the ability to communicate the results of such analysis.
 | **E** |
| 1. Financial, budget and performance management skills.
 | **E** |
| 1. Risk identification and management.
 | **E** |
| 1. Good IT skills with experience and knowledge of the MS Office suite of software.
 | **E** |
| 1. Valid Driving Licence and availability of own car for business use.
 | **E** |
| 1. Prepared to work outside office hours if required.
 | **D** |
| **3. Key Aptitudes & Personal Qualities** |  |
| 1. A positive attitude to change.
 | **E** |
| 1. Motivation and drive to deliver high quality results.
 | **E** |
| 1. Ability to problem solve in a creative and expedient manner.
 | **E** |
| 1. Good negotiation and persuasion skills.
 | **E** |
| 1. Enthusiasm / team player.
 | **E** |