

## Job Description

### Bacup High Street Heritage Action Zone Project Officer

<b>Reports to:</b>	Head of Regeneration
<b>Responsible for:</b>	None
<b>Total staff managed:</b>	None
<b>Working environment:</b>	Office based with onsite work where necessary.

#### Purpose of role:

To be the Project Officer for the Bacup Heritage Action Zone (HAZ) project and work in partnership with a multi- disciplinary team of Council advisors and the HAZ Project Board. This is a key role for the Bacup Heritage Action Zone Project. It will require the post holder to have high level interpersonal, project management and communication skills and the ability to build relationships with the local business community, voluntary groups, landlords, tenants, elected members, other County Council and Council departments, and the Council's contractors.

#### Key results areas

##### Corporate responsibilities:

To support the Council to achieve its Corporate Strategy vision that Rossendale will be a place where people want to live, visit, work and invest.

To support the Chief Executive, Director of Economic Development and Head of Regeneration to ensure that the strategic aims of the Council are met.

##### Operational responsibilities:

All associated duties, Project Officer for the Bacup Heritage Action Zone Project and work in partnership with a multi- disciplinary team of Council advisors (Bacup Heritage Action Zone Partnership Board and strategic Bacup 2040 Partnership Board).

The project has 3 distinct strands: physical regenerations, community events and engagement and the cultural programme.

- To ensure the programme is delivered in accordance with the objectives of the Bacup Heritage Action Zone Project, partner organisations and existing Council strategies, regeneration objectives and procedures.
- Effective communication with applicants and prospective applicants will be key, particularly in marketing the scheme and helping applicants to sign up to the scheme.

- The postholder will tender for and manage consultants to ensure that the relevant expertise is included in the specification and implementation of the scheme; secure planning and other consents; lead on the client side responsibilities; liaise with appointed architect and contractors.
- Processing of claims for payment as required meeting all financial, audit and other requirements of all funders including the Council. Engagement with funders, securing of funding and monitoring of implementation and expenditure.
- To organise and facilitate historic skills training courses and other awareness raising events and to lead on the development and organisation of consultation events with the local community and business community.
- To undertake the formulation and review implementation of the Bacup Heritage Action Zone Annual Action Plans through the production of monthly reports, quarterly returns and revised Action Plans. In addition to developing and writing reports, undertake presentations and write, develop promotional material and effective project management.
- To be the Borough Council's lead in liaison with the County Council to co-ordinate delivery of any agreed Public Realm Programme.
- To manage a Bacup Heritage Action Zone Project website, promotional literature, press releases and other media outlets as required such as Facebook, twitter etc.

**These may change subject to consultation with the postholder.**

### **General Statement**

The information contained in this job description is furnished to assist employees joining the council to understand and appreciate the work content of their post and the role they play in the organisation. However, the following points should be noted:

- Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used, in which case all the usual associated routines are naturally included in the job description.

### **Health and Safety at Work**

The Health and Safety at Work Act 1974 stipulates that it is the responsibility of every employee to observe all rules governing health and safety and such safety equipment as provided must be used.

### **Equal Opportunities and Accessibility**

The Council is an Equal Opportunities Employer and has equal opportunities policies with which you are expected to comply at all times. The Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

Where appropriate the duties may be reviewed where an applicant is a disabled person, or an existing employee becomes unable to carry out the full range of duties due to a disability. This will be undertaken in line with the Council's equality duties set out in the Equality Act 2010.

### **Community Safety**

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of the Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

### **Absence**

Applicants are asked to note that Rossendale Borough Council has a Management of Absence Policy and there is an expectation that employees attend work on a regular basis or with reasonable adjustments where applicable.

### **Performance Management**

Where officers are responsible for the collection of performance information, including either national and local indicators, it is the officers responsibility to ensure that data is collected and calculated according to their statutory or local definition, and following the standards set out in the Council's Performance Management and Data Quality Strategy.

### **Staff Development**

Rossendale is committed to being an organisation that learns. All employees are encouraged to participate in development activities, attend courses or refresher courses laid down by the Council.

**NOTE:** This Job Description summarises the major responsibilities of the post. It is not intended to exclude other activities, nor future changes from the post holder's responsibilities.