

## Person Specification

<b>Bacup High Street Heritage Action Zone Project Officer</b>	
<b>Experience/ Knowledge</b>	<p>Experience of programme management including financial management and monitoring.</p> <p>Demonstrable experience of project development and implementation of an idea through to completion.</p> <p>Experience of project management in connection with regeneration and conservation. In addition, experience of working in a multi-disciplinary team.</p> <p>Experience of implementing town centre focused projects and working with business groups and other town centre users.</p> <p>A detailed knowledge and understanding of current regeneration and conservation issues and understanding of the planning process including an appreciation of the techniques and traditions of historic building construction.</p> <p>Ability to show initiative and work without supervision to plan, manage and secure the effective implementation of physical regeneration projects in relation to the conservation and enhancement of historic buildings and areas.</p>
<b>Qualifications</b>	<p>Degree or equivalent in an Economic Development, Business or Project Management related area.</p> <p>Heritage, Project Management construction related qualification (desirable).</p>
<b>Competencies/ Skills</b>	<p>Ability to assess the appropriateness and eligibility in principle for grant of repair, refurbishment and reuse queries put forward by potential Bacup project applicants in the context of the architectural and historic interest of their building and of current planning legislation and guidance.</p> <p>Project management skills – including budget management, experience of procurement and contract administration and delivery of work to stated deadlines.</p> <p>Excellent interpersonal, oral and written communication and presentation skills and to proactively engage with businesses, community and stakeholders to further the aims of the project.</p> <p>A proven ability to work successfully in a partnership environment and to obtain the co-operation and buy in of a wide range of people and organisations and to present complex information in a clear, concise, understandable way.</p> <p>Ability to use Microsoft products to undertake research, produce reports and communicate with internal and external partners.</p>

<b>Personal Qualities and Attributes</b>	<p>Ability to work at all levels with partners and stakeholders to deliver complex regeneration programmes as well as manage consultation.</p> <p>Have a can do attitude to solving problems and good presentation and communication skills and to further the delivery of the project.</p> <p>Committed to a Principle and Practice of Equal Opportunities</p> <p>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</p> <p>All New employees to Rossendale Borough Council are required to complete a 6 month probation.</p>
<b>Personal Circumstances</b>	<p>Understanding there will be a requirement to work occasional evenings and occasional weekends where necessary.</p>