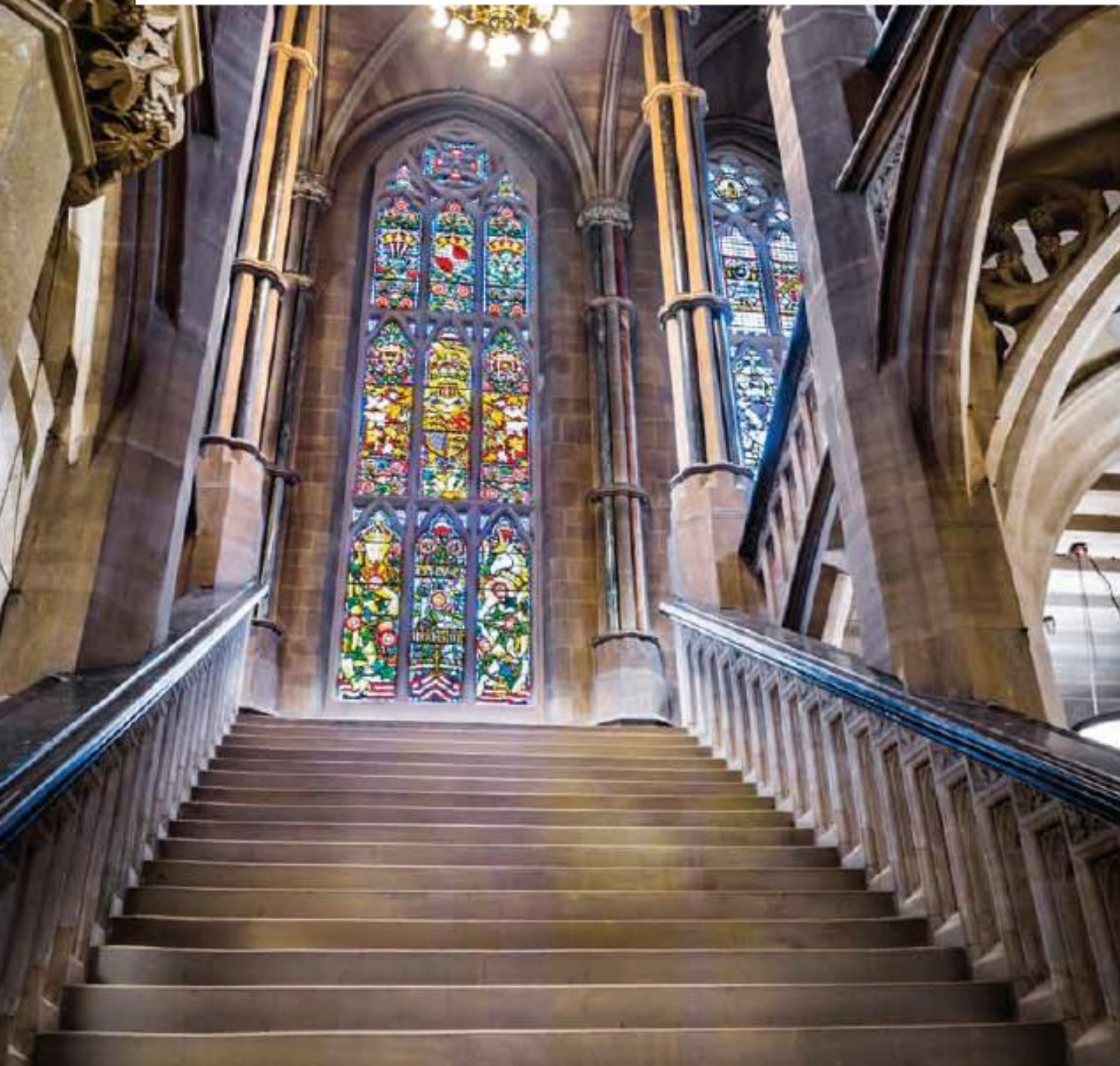


Rochdale Town Hall Restoration & Revival

Heritage Director Job Description



Rochdale Town Hall Restoration & Revival

For further information, please contact Jonathan Hindle, Town Hall Restoration Project Director at RDA.

Contact Jonathan on 01706 927040 or j.hindle@investinrochdale.co.uk

Tours of the Town Hall can be arranged with sufficient notice.

Background & strategic context

Rochdale Development Agency (RDA), on behalf of Rochdale Council (RBC), is seeking a suitably experienced Heritage Director for its ambitious Rochdale Town Hall "Restoration and Revival" project.

The intention is to develop the Town Hall as a public venue for heritage, arts and events, which complements the Council's ambition to enhance the heritage offer of Rochdale town centre.

Rochdale Council and its partners are delivering an ambitious masterplan which aims to transform the physical and economic conditions of Rochdale town centre. The objective is to progressively revitalise Rochdale town centre as a vibrant hub of economic, social and cultural activity and as a vital part of the wider regeneration of the borough.

Rochdale Town Centre is the Council's top priority in terms of physical regeneration and a major focus for the borough's Development Agency. A long term investment programme of over £250m has been invested already. Significant progress has already been made with the transformation of the town centre:

- Number One Riverside building opened its doors to the public in March 2013, providing a new library, customer service centre and offices for 1,500 Council and partner employees. The building will host the North West leg of National History Museum's tour of 'Dippy' the dinosaur in 2020.
- A major new Transport Interchange combining bus, Metrolink tram and taxi rank.
- Rochdale Riverside, a mixed retail and family-orientated leisure scheme, development underway. The proposals include new shop units anchored by M&S and Next, a Reel cinema and cafes & restaurants to boost the town's evening economy along with new car parking facilities to serve the development (completion expected to be in mid-2020)
- An award winning scheme to re-open part of the River Roch (funded by the Heritage Lottery Fund (HLF), the Environment Agency and the Council) opened in 2016 and has transformed The Butts area revealing a series of hidden bridges dating from the mediaeval period.
- The creation of the new £21m Rochdale Sixth Form College rated outstanding in its most recent Ofsted report and best performing college nationally for 4 years running.

A further £150m programme of investment is now underway, with an emphasis on heritage led regeneration:

- Major £3m public realm scheme for the Town Hall Square underway incorporating natural stone paving throughout to enhance the setting of the town hall and the heritage of the area within the conservation area.
- A £2m development with the GM Fire Service Museum - a HLF funded project to bring restore and back into use the iconic 1930s art deco fire station
- A 5 year Heritage Action Zone (HAZ) programme launched in May with Historic England. "Our Co-operative Connection" will use our distinctive heritage to drive economic growth and provide new housing in the key corridor from the railway station and take the conservation area off Historic England's 'at risk' register.
- Over 2,000 new homes are proposed for the town centre as part of the GM Mayor's Town Centre Challenge, many within heritage settings.

Rochdale Town Hall

- Rochdale Town Hall (1866-71) is Grade I listed and was an extraordinary project involving a 'small crowd' of designers, artists and craftsmen. Originally priced at £20,000 the cost had soared to £160,000 when a stop was ordered. The Town Hall rises dramatically from an off-centre position in a large square, wrapped around on two sides with steep parkland slopes of the river valley. Each elevation is striking and different.
- The building is located in the western half of the town centre, on The Esplanade and was designed by William Crossland in the Gothic Revival style and was completed in 1871. The original layout of the building accommodated a central suite of public rooms, including the Great Hall and Council Chamber. The eastern part of the building accommodated offices, Mayor's rooms and a library, with the western part occupied by the police and fire service, including a court room and cells.
- The building is located in a prominent position as a standalone structure on the wide Esplanade. It is the centrepiece of a larger civic area and is regarded as the defining building of Rochdale. It is a Grade I Listed Building and is widely regarded as one of the finest town halls in the country, of significant local and national importance.
- Rochdale Town Hall is the jewel in the Borough's built heritage. The project will open up this magnificent example of Gothic revival architecture to local residents and visitors, bringing new life to redundant spaces. The Council's move to its new purpose built offices Number One Riverside afforded a huge opportunity to restore and make much better use of the building, making it relevant to the community and secure the outstanding heritage asset for the future.
- The Town Hall project will complement previous HLF investments at Touchstones (museum and local history centre), the Pioneers Museum (Cooperative heritage) and most recently the re-opening of the river Roch.

Project partners include:

Co-operative Heritage Trust	The trust is the international home of the Co-operative College and also is responsible for running Rochdale Pioneers Museum
Friends of Rochdale Town Hall (FoRTH)	A voluntary community group who meet monthly at the Town Hall to share their collective passion for the building
Historic England (HE)	HE has been involved throughout the last few years in the development of the heritage vision and the town centre strategy. They continue to offer heritage advice and support for the Town Hall project.

Link 4 Life	The Borough's cultural trust responsible for arts heritage and sport, they hold the Borough's heritage collection and operate Touchstones.
Rochdale Music Service	The service provides music tuition to schools, children, young people and adults alike, whether complete beginners or groups/ individuals representing the Borough at national or international level.
Rochdale Borough Council (RBC)	Owner and operator of the Town Hall
Rochdale Development Agency (RDA)	The Council's regeneration agency and Lead on the Town Hall project

Job Title:	Heritage Director (Rochdale Town Hall)
Location:	Rochdale Town Hall
Reporting to:	Director of Economy, RBC
Position type:	Full Time (This is a Fixed 5-year post funded by Heritage Lottery Fund & Rochdale Development Agency)
Salary:	£Competitive package

Relationship:

The post holder is responsible to the Project Sponsor & Project Director for the Rochdale Town Hall Restoration & Revival Project and will be a member of the Rochdale Development Agency (RDA) Major Projects team.

Important Functional Relationships:

Project Sponsor (Chief Executive), Rochdale Borough Council (RBC); Chief Executive RDA & Director of Economy RBC, members of the Rochdale Town Hall Project Board; Project Director; members of the RBC Planning & Conservation team; members of the Town Hall team; members of the Friends (FoRTH) group; key stakeholders; with particular emphasis on the management of the contractors and consultants.

Main Duties of the Post:

To carry out a range of functions to support the delivery of the Rochdale Town Hall Project. This is a multi-phase project comprising of the following parts:

- Phase 1 – Enabling works essential to de-risk the project (funded by RBC)
- Phase 2 – HLF funded restoration
- Phase 3 – Community & commercial opportunities.

Job Description:

The successful candidate will project manage the development of the project and in particular the second-round application and help undertake the necessary work to meet the contractual obligations Rochdale Borough Council (RBC) has with the Heritage Lottery Fund, alongside its own project management procedures and protocols. The post holder will translate the existing funding bid and draft plans into a detailed project bid to ensure that all HLF Round Two documentation and deliverables can be met at the end of the development phase, across all areas. Following a successful HLF Round 2 submission the Heritage Director will be required to structure and manage the delivery of the Town Hall restoration project.

Heritage Lottery Fund – Management of Grant procedures

- Management and delivery of the HLF Development Grant for Rochdale Town Hall and ensuring compliance with grant conditions.
- To prepare the Round 2 application form and collate all supporting material/information necessary for submission.
- Providing timely responses to HLF requests for information or action
- Manage quarterly draw down applications to HLF and meetings with the case officer and monitor.
- Plan and prepare for HLF mid-point review process.
- Management of the HLF contractual process if successful at Round 2, the permission to start process and the HLF quarterly reporting, monitoring and draw down processes for the delivery stage of the project through to project completion.

Project Team Management

- Provide coherent leadership and direction to the entire project team, ensuring that objectives and targets are clear and that all members are engaged and supported to deliver their part, supporting recruitment and training where required.
- Advise on the makeup, procurement and contracting of the team alongside STaR Procurement, the RDA's procurement advisors. The post holder will be the key contact for STaR during the procurement processes.
- Co-ordinating the recruitment of the Lead Consultant, multidisciplinary Design Team and consultation consultancy in accordance with HLF and RBC procurement procedures.
- Prepare tender and procurement documentation for the consultant team in conjunction with RBC and STaR Procurement teams.
- Undertake a complete project management service for the Rochdale Town Hall Project in accordance with RBC/RDA project management protocols and other best practice.
- Undertake the day-to-day project management of the development and delivery stage of the project working with design teams, consultants and contractors.
- Liaise, co-ordinate and monitor and report on the work of consultants and contractors. To be a presence on site during construction (all phases) and help the Project Director coordinate and monitor activities including community engagement activities and volunteers.
- Ensure effective and efficient change management protocols and processes are adopted and enacted.
- Prepare the Project Execution Plan in line with best practice.
- Demonstrate the core competencies of the Association for Project Management Registered Project Professional.
- Ensure Project Board, Project Team meetings, Workshops, and stakeholder engagement meetings are arranged, serviced, and documented (Agendas, minutes, action logs & updates; discussion papers and reports as required).
- Preparing and maintaining the master programme and relevant sub-programmes.

- Monitoring the progress of the project against the master programme and sub-programmes.
- Convene, attend and minute budget monitoring, claim and project meetings.
- Work with RBC Finance Team and appointed Cost Managers/Quantity Surveyor to process claims for payment.
- Prepare monthly project monitoring reports.
- Make key decisions within your delegated authority and undertake necessary negotiations in order to resolve any conflicting issues.
- Preparing and presenting reports to relevant meetings and RBC Executive Leadership Team and RBC Cabinet as required.
- Co-ordinate publicity through the RBC Communication Team.
- Apply risk management principles to the delivery of the project, maintaining risk and issue logs in line with RBC/RDA protocols.
- Preparation of external funding applications which will support the delivery phase
- Submit and process any planning applications or consents necessary, in association with the design team.
- Undertake the contract administration of the construction works on behalf of Rochdale Council
- It should be noted that the capital works for which the above requirements relate includes the management of the exhibition and fit out works.

Activity Plan & Stakeholder Engagement Management

- Work closely with the Project Director and Project Officer to develop a programme of activities for the HLF Round 2 application.
- Oversee the running of engagement meetings and activities, making sure that they are co-ordinated with the master programme.
- Work closely with the Project Officer and Partnership Manager to ensure that all documentation necessary for the second stage delivery phase application to HLF is prepared on time.
- Direct management of the development and completion of the HLF compliant activity plan for the HLF Round 2 submission.

Business Case Preparation

- Working with the business plan consultant, design team and RBC Finance Team to develop a detailed business plan to meet HLF requirements for a sustainable financial future for Rochdale Town Hall.
- Oversee the work of the business plan consultant in relation to market research and use to inform the business case.
- In conjunction with colleagues and partners investigate other ventures that contribute to the financial sustainability of the building, evaluate them and incorporate into the business case and the project proposals.
- Direct management of the development and completion of the HLF compliant business plan for the HLF Round 2 submission.

RDA/RBC Policies and Procedures

- Assist with financial analysis in conjunction with RBC Finance Team.
- Incorporate into the future services of Rochdale Town Hall an apprenticeship scheme and training related programmes. This will include the production of necessary documentation.
- Be aware of your responsibilities as described in the Health & Safety Manual and summarised in the Health & Safety Handbook and in particular to implement the policy in your area of responsibility.
- Ensure compliance with Health & Safety regulations by all staff, contractors and volunteers working in the town hall.
- Comply with all RDA/RBC policies including health and safety, diversity & equality, information assurance, financial management regulations and other relevant RBC and Government regulations and directives.

Added value

- Provide training to other team members as needed.
- Demonstrate best practice to colleagues and other people involved in the project.
- Advise on (and, where applicable help deliver) commercial opportunities.
- Work with the Council's Apprentice Manager to deliver opportunities for apprentices.
- Contribution to the larger study of evaluating heritage led regeneration as part of RBC and RDA's work across the town centre.
- Work with the RDA to develop a specialist heritage regeneration team within the organisation using the Town Hall project as the means by which this is achieved. Share this learning and experience with other organisations and projects.

In addition to the duties and responsibilities listed, the post holder is required to perform any other reasonable duties that may be assigned by the supervisor shown above, from time to time.

Person Specification

1. Qualifications

Essential:

- Educated to degree level or equivalent professional qualification, preferably in a conservation based subject.

Desirable:

- A qualification in a project management discipline.
- Membership of a relevant organisation.

2. Experience

Essential:

- Understanding of the heritage market.
- Experience of conservation and complex restoration of Grade I Listed Buildings.
- Broad understanding of procurement processes, legislation and demonstrable experience.
- Demonstration of best practice in project management processes and protocols.
- Extensive experience and knowledge of project delivery with both capital and revenue elements and in particular community engagement.
- Experience of working with and co-ordinating multidisciplinary teams of staff and volunteers (not necessarily with direct line management of these teams) and consultants.
- Experience of working in and through large partnerships, balancing the needs of different stakeholders.
- Experience of writing concise and clear reports, proposals and briefing statements to tight deadlines.
- Experience of financial planning and budget management.
- Extensive experience of risk management.
- Experience of direct management of significant activity plans for HLF major batch projects.
- Experience of direct management of business case development for major batch HLF projects.

Desirable:

- Experience of developing and implementing internal and external communication plans.
- Experience of project management of major (£10m+) HLF and other lottery funded projects.
- Experience of managing environmental issues in relation to heritage projects.
- Experience of large capital or construction projects.

3. Managerial & Supervisory

Essential:

- Proven ability to lead, supervise and support others.
- Experience of recruitment and selection.

Desirable:

- Experience of working in a HLF monitor or HLF mentor role on major projects.

4. Responsibility

Essential:

- Self-motivated and decisive, able to work on his/her own initiative.
- Ability to manage own time effectively and to prioritise tasks and objectives in order to deliver against demanding time lines and deadlines.
- Advanced project management skills to co-ordinate multiple workstreams to deliver against time and cost requirements.
- Excellent financial management and budget control.
- Ability to lead a diverse range of people.

5. Creative Ability

Essential:

- Ability to assimilate and analyse complex information, identify and prioritise issues and identify practical solutions.
- Ability to bring a creative approach to problem solving.
- Ability to be innovative and apply a high level of original thought to develop new initiatives.

6. Communication

Essential:

- Excellent communication skills, verbally, visually and in writing.
- Excellent negotiating, influencing, diplomacy and interpersonal skills.
- Excellent ability to build and maintain effective professional networks with external partners.
- Ability to communicate at all levels with both internal and external parties.

Desirable:

- Strong IT Skills and proficiency in the use of Microsoft Office applications
- Ability to communicate with the media.
- Excellent public speaking skills.
- An existing network of relevant contacts.
- Conference hosting for heritage projects

General Notes

Whilst this post will be based at the Rochdale Development Agency's office at Number One Riverside and also at Rochdale Town Hall, some travel may be necessary therefore a current driving licence is essential.

This position will from time to time require work during some evenings, weekends and public holidays to meet the needs of the post.