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|  DCC Logo 09 Outl B&WRole Profile Section 1 |
| **Job Title** | Durham History Centre Programme Lead | **Service** | Transformation and Partnerships |
| **Grade** | Grade 16JE Ref No N10441 | **Service Area** | Strategy |
| **Reporting to** | Head of Strategy |
| **Politically Restricted** | The Council has designated that this post as politically restricted in accordance with the requirement of section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |
| **Disclosure & Barring Service** | This post is not subject to DBS Disclosure. |
| **Purpose of the job:**To lead programme management of the new Durham History Centre including development of a new audience-focused service offer, design and planning of the build and lead on a fundraising strategy for the Centre. To creatively manage the interaction between the development of a new service model and business plan alongside the design and build of the scheme, and the development of an initial activity programme. To transform access to and preservation of County Durham’s written heritage, creating a flagship facility to include the County Archive, Local Studies, Historic Registration, Historic Environment Record and Durham Light Infantry Collections, co-located with wider registration services. |
| **Key Result Area – Job Specific*** Delivery of a three year programme of capital and revenue activities to ensure that Durham County Council meets project outcomes to time and to budget, as well as holding a wider strategic overview and anticipating future activity and issues so that the Durham History Centre delivers its commitment to transform access to and preservation of the County’s written heritage.
* Management of the history centre project team, including project manager/project support, construction project manager, activity, fundraising, outreach and exhibition programme officers.
* Strategic leadership of the external fundraising strategy, including fundraising plans to meet fundraising target, and managing submission of funding bids.
* Report overall project progress to the Durham History Centre Board so that timely, robust and auditable strategic decisions are made.
* Lead development of a clear service model and business plan for the new centre, including a new digital offer, which builds on the opportunities of the five co-located services and offers an integrated approach to centre management.
* Lead development and initial implementation of the outline five year activity programme to begin 18 months before full opening.
* Plan, monitor and report on project cost plan and business plans, liaising with the Programme Director and Sponsor, Programme Board and Council’s finance team on a regular basis.
* Work in partnership with collections managers for the archives, historic registration records, DLI, local studies and Historic Environment Record to transform the care of and access to the collections to be housed in the new centre, including the development of a Collections Management and Maintenance Plan and the transfer of over 5 miles of collections from five sites to their new home.
* Implement handover plans ahead of opening so that the new facilities and services are delivered and maintained in a sustainable manner.
* Manage and coordinate the budget, financial and human resource processes for the project; procure equipment and support services; maintain fit for purpose financial and performance records so that the project has a clear audit trail.
* Communicate, consult and work cooperatively with colleagues within the service and beyond, to ensure effective working relationships are maintained.
* Ensure effective communication with internal and external Durham History Centre stakeholders, securing and influencing their support and contributions; work in partnership with Council Communications Team to promote the project so that the project retains a high public profile amongst key target audiences and decision-makers.
* Meet funders’ requirements in terms of procurement, reporting, budget and outcomes.

**Key Result Area – Corporate*** To contribute to organisational change and to the transformational agenda, supporting the application of the council’s core values of People Focused, Outcome Focused and Innovation and Empowerment which are built around a ‘One Council’ ethos;
* To support the development of the culture of the council and promote the implementation of a ‘One Council’ approach, working collaboratively across the service, the wider council and with appropriate partners as directed.

**Key Result Area – Leadership*** To provide clear and visible leadership for the team in a positive working environment;
* Contribute to the overall plan for the service, advising on specialist areas of responsibility;
* Manage service projects and initiatives of varying complexity ensuring that the standard project management methodology is properly utilised. Provide opportunities for employees by encouraging cross-service and matrix working.

**Key Result Area – Service Delivery*** Ensure service delivery is maintained in line with the corporate service design principles and establish the most effective level of service delivery attainable within the resources available;
* Support the development and application of demand-side customer driven service design (‘outside-in’)
* Contribute to effective workforce planning arrangements which support medium to long term service delivery and take into account not only the human resource factors, but ties this in to overall strategic plans, financial and budget considerations, environmental issues and legislative requirements/regulations and governance;
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| * Contribute as appropriate in the identification of commercial opportunities that can modernise service provision, improve service delivery and deliver MTFP savings options.

**Key Result Area – Generic Management*** Manage employees and team/individual performance in accordance with council procedures and objectives
* Provide support in the management and control of relevant budgets.
* Use workforce planning data to inform the appropriate interventions for employee development and encourage progressions, as appropriate;
* Establish effective lines of communication and build working relationships with the team based around trust and empowerment;
* Effectively engage with the team/individual employees to make decisions within the remit of their work, to challenge appropriately and to think ‘outside the box’ in terms of improving service delivery;
* Lead by example in relation to continuous professional development;
* Actively encourage and lead by example in terms of smarter working initiatives and promote the use of technology to maximise productivity and service delivery;
* Ensure, as far as reasonably practicable, the health, safety and well-being of yourself and others within the workplace, including building levels of resilience and instigating interventions as appropriate;
* Ensure principles of equality and diversity are embraced and underpin all work for employees and service users.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility of the post, as directed by the Line Manager.  |

Section 2

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualification** | Educated to degree level or equivalent | Qualification relevant to heritage/ cultural sector or business planning/marketing. | Application formSelection ProcessPre-employment checks |
| **Experience** | Previous experience of working at a professional level in a heritage or cultural environment which directly serves the public e.g. archives, museums, libraries.Proven experience of capital and revenue project work, with excellent understanding of project and matrix management, and the ability to co-ordinate complex tasks within tight timescales, whilst attending to complex detail.Experience of implementing and managing change and business transformation, proactively pursuing continuous improvement;Experience of working in a multi-functional organisation, taking account of the different needs of other specialisms.Experience of team management, with the ability to lead, influence, motivate and coach team members.Experience of business planning and marketing  | Experience of managing relationships with large external funding bodies.Experience of leading and developing fundraising programmes with larger and smaller funders, including the general public.Experience of business planning and marketing of heritage attractions.Experience of design of exhibition space and development of exhibition programmes.Experience of leading development and delivery of heritage activity programmes, including outreach activity. | Application formSelection ProcessPre-employment checks |
| **Skills/Knowledge** | Proven track record of managing budgets successfully with an ability to report accurately, predict cash flow and meet forecast expenditure targets.Knowledge of procurement processes and obtaining value for money from procurement.Understanding of the way building projects are delivered, with experience of dealing with designers, architects and buildings professionals such as Quantity Surveyors.Analytical skills, ability to translate complex information into simple termsExcellent communication and presentation skills with the ability to express complicated ideas simply, appropriately and succinctly to a variety of people, both verbally and on paper.Ability to proactively identify and understand the risks to a project, and plan for their effective management and avoidance.A high level of competence in Microsoft Office ICT systems in support of project work – Word, Excel. Knowledge of the heritage and culture sectorThe ability to identify and exploit commercial opportunities for the benefit of the community and the council. | Developed personal research and learning skills which will enable the postholder to rapidly accumulate sufficient expertise and knowledge to shape the business plan and service model for the project.Understand and promote the application of digital technology to support and enhance service delivery.An understanding of the political context and environment of Local Government. | Application formSelection ProcessPre-employment checks |
| **Personal Qualities** | Ability to build effective relationships with a wide range of stakeholders, internal and external, using tact and diplomacy to create mutually beneficial relationships. Confidence, persuasion, diplomacy, negotiating and conflict resolution skills.Strong commitment to customer care, service delivery, best value and continuous improvement.Excellent team leader, with the ability to generate ideas and drive projects forward whilst being inclusive and maximising the contribution of others in the team.Politically awareAbility to handle heavy workloads under pressure and meet tight deadlinesMay be required to work outside of normal office hours. | Reacting positively and proactively to change, in particular within the context of shifting programme management risks and issues arising. | Application formSelection ProcessPre-employment checks |
| **Other qualities** |  |  | Application formSelection ProcessPre-employment checks |