



APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Senior Townscape Heritage Project Officer

Vacancy ID: 010399

Salary: £33,799 - £35,934 Annually

Closing Date: 22/09/19

Benefits & Grade

Grade L

Contract Details

Permanent

Contract Hours

37 hours per week

Interview Date

03/10/19

Job Description

We are seeking to appoint an enthusiastic senior officer to work within our Capital Programme and Project Team to deliver a Townscape Heritage project in Stockton Town Centre's Northern Gateway.

The project will focus on heritage around the Norton Road area which suffers from vacancy, neglect and decay. It will seek to restore many of the architectural features and thus conserve the physical appearance of the historic built environment of the area. The five year project, which has been awarded a £1.8m National Lottery Heritage Fund grant, will focus on restoring up to 16 buildings around the National Lottery funded Globe Theatre and Victoria Estate housing development.

The post holder will project manage delivery of the scheme and will be supported by a dedicated administration assistant who will provide additional capacity in delivering a variety of complementary heritage activities and initiatives. These include heritage skills training, working with volunteers, projects with local schools, heritage events, digital projects and an archaeological excavation.


To be successful in this role, you will have demonstrable experience of planning and managing complex and multiple projects and/or programmes while maintaining a focus on delivery and quality. Ideally you will have a recognised degree in architecture, building conservation or building surveying along with extensive knowledge of conservation practice and building construction, to complement the comprehensive range of project management skills necessary to undertake the role.

For an informal discussion about the post, please contact Nigel Laws, Strategic Economic Growth Officer, on 01642 527565 or Simon Mills, Principal Capital Programme Officer, on 01642 526991.

An online application form and further information is available from www.stockton.gov.uk/jobs. The application form is available in alternative formats from Xentrall Recruitment Services, tel: 01642 526992 or email recruitment@xentrall.org.uk

Please ensure you refer to the Job Description and the essential and desirable criteria in the Person Specification when completing the Personal Statement on the application form, as this information is used to select candidates for interview.

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Economic Growth and Development		Service Area: Capital Programme and Projects	
JOB TITLE: Senior Townscape Heritage Project Officer			
GRADE: L			
REPORTING TO: Principal Capital Programme Officer			
1.	JOB SUMMARY: Project manage the Townscape Heritage (TH) Scheme to maximise its economic, environmental and social impact on the town centre conservation area. Work closely with Stockton-on-Tees Economic Growth, Planning and Development Services, Design Services, Finance and Assets and Legal to support and complement wider town centre activities, regeneration initiatives and meet conservation and planning requirements. Work in partnership with the Capital Programme and Projects Team and support the delivery of other projects as and when required.		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1.	To provide advice and guidance to grant applicants to maintain quality of proposals and make recommendations regarding awards of grant to the Approvals Panel as appropriate.	
	2.	To monitor the delivery of approved projects to agreed milestones and specifications in accordance with the Council's project delivery framework.	
	3.	To produce quarterly claim and monitoring information to the funding organisations and produce an annual report on progress for each financial year.	
	4.	To chair the Townscape Heritage Steering Group, ensuring that all proposals for grants meet the requirements of the grant scheme.	
	5.	To promote the scheme to property owners and businesses within the defined area and manage all ongoing consultation work.	
	6	Identify and deliver promotional opportunities to raise public awareness of the scheme to involve local communities.	
	7	Work closely with the Council's Economic Growth and Spatial Development, Planning and Urban Design services to restore the historic fabric of the TH area.	
	8	Provide support to businesses in the area linked to the Council's Business and Enterprise Team.	
	9	To investigate additional funding opportunities where proposals complement agreed partnership funding and Council strategies.	
	10	To research and interpret local, national and European policies and to monitor other initiatives to ensure best practice for grant awards.	
	11	To undertake budget management and controls over the partnership funding available in	

		consultation with the Council's Finance Department.
	12	To liaise with external agencies and experts including Heritage Accredited Architects, Building Control and Structural Engineers to ensure best practice is adopted at all times and work in partnership with other Council Services and external organisations.
	13	Assist in dealing with queries and representations from the public, Council members and others.
	14	To undertake any relevant training or personal development opportunity identified.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

PERSON SPECIFICATION

Job Title/Grade	Senior Townscape Heritage Project Officer	Grade L
Directorate	Economic Growth and Development	
Post Ref:	POS007026	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> Recognised degree in architecture, building conservation or building surveying or related discipline with extensive knowledge of the building development process 	<ul style="list-style-type: none"> Membership of the Chartered Surveyors, or British Architects or an equivalent appropriate discipline. 	Application form
Experience	<ul style="list-style-type: none"> Substantial experience of project management in the historic building development field or related field of work. Experience of monitoring, budget control and evaluation techniques Experience of routine reporting to Management and Partnership Boards. Experience of providing guidance and advice to the public, private, voluntary or community sectors. Experience of using ICT (Information Communication Technology) to monitor and collate information. Working in partnership arrangements 	<ul style="list-style-type: none"> Work with private property owners to develop conservation policies for their building. Implementation of planning enforcement actions to restore buildings. Experience of funding programmes. Knowledge of local government practices. Able to demonstrate personal involvement in further development of monitoring and evaluation techniques. Understanding of the work of Economic Growth and Development. 	Application / Interview

<p>Knowledge & Skills</p>	<ul style="list-style-type: none"> • Proven skills in project management of such building restoration and repair projects including budgetary control procedures. • The ability to understand building practices and materials and make judgements on the extent of repairs, restorations or replacements. • Ability to communicate and work with private business. • Credible and professional business relationship builder. • The ability to use a range of appropriate computer applications. • Excellent organisational and time management skills. • Awareness and understanding of local issues such as economic development, crime, social inclusion, drugs and anti-social behaviour. • Ability to think clearly, creatively, imaginatively, corporately and strategically. • Ability to confidently and tactfully represent the Service and Service Grouping in a political environment, providing sound professional advice. • Highly developed networking, advocacy and presentation skills. • Excellent oral and written skills • Ability to work as part of a team or under own initiative to tight deadlines. 	<ul style="list-style-type: none"> • Ability to participate in broad cultural and behavioural change to develop services and achieve objectives. • Awareness of the complex and rapidly changing challenges and demands placed upon local government. • Awareness of the importance of Risk Management operating at a programme level within an organisation. • To achieve and demonstrate success as an individual, making a strategic contribution to the organisation. 	<p>Application / Interview</p>
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Specific behaviours relevant to the post	<ul style="list-style-type: none"> • Highly developed persuading, communicating, interpersonal skills. • Demonstrates confidence and resourcefulness. • Capable of promoting diversity, tackling discrimination and demonstrate the Council's Behaviours which underpin the Culture Statement. • Flexible approach to work. • Ability to be punctual. • The ability to solve problems logically • High personal standards and self-discipline in working to tight deadlines. • The ability to work as an effective member of a team. • Self-motivated. 		Application / Interview
Other requirements	<ul style="list-style-type: none"> • Smart appearance. • Must be able to vary working hours to incorporate evening and weekend meetings as required. 		Interview

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of

a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.