

# Advertisement

Haringey Council has secured funding from Historic England (HE) to deliver and manage the Tottenham High Street Heritage Action Zone (HAZ) programme. The HAZ programme is a national initiative led by Historic England and delivered in partnership. The Heritage Project Officer post will be fully funded by HE to deliver the HAZ programme.

This person will be responsible for the implementation of the 4-year delivery programme of projects within the Tottenham HAZ area. A key element of the role will be to manage and co-ordinate programmes of work or other activities related to the HAZ.

Based within the Council's Regeneration Team, you will work with professional colleagues across the council and Historic England, as well as HAZ partners. You will be responsible for the everyday management of the HAZ initiative and set out the necessary reporting and liaison structure. You will contribute to and work with other partners to deliver the projects identified in the HAZ Delivery Plan to agreed budgets and timescales.

You will also manage, develop, and coordinate community events, exhibitions and meetings. You will be required to undertake independent research and present reports on your work and will need to work with partners to develop initiatives to resolve at "risk" buildings and areas.

The job requires an enthusiastic, self-motivated person, with excellent communication and negotiation skills, to shape the project and drive it forward. This will require extensive experience and knowledge of project management and good understanding of issues relating to management of the historic environment and working with community groups. You will be supported and advised by Historic England and the council officers in the Regeneration, Planning and Conservation teams but should be a person with the ability to operate independently and strategically, make decisions and work across a wide range of sectors. You will need to negotiate with and support partners and stakeholders across all levels of responsibility.

# Job Profile

Position Details	
Post	High Street Heritage Action Zone (HAZ) Project Officer
Service Area	Housing, Regeneration & Planning / Regeneration and Economic Development / Area Regeneration
Reports to	Regeneration Manager
Grade	PO4 – PO6

Role Purpose
<ol style="list-style-type: none"> <li>1. Funded by Historic England (HE), the role is a four-year fixed term contract, mainly focussed on delivering the High Street Heritage Action Zone (HAZ) programme within the Bruce Grove Conservation Area, Tottenham;</li> <li>2. Acting as the principal point of contact for the HAZ programme, work with colleagues from regional and national bodies including Historic England and GLA, and the Council to manage the HAZ programme from conception to its successful delivery;</li> <li>3. To oversee historic building surveys to professional standards, and deliver project milestones including monitoring of budget, project review and evaluation;</li> <li>4. Working within the framework of the area's regeneration initiatives, support the Regeneration Manager to develop and manage communication and working relationships with stakeholders, development partners, and residents to provide a high quality, proactive, and solution-focused approach to achieving agreed HAZ outcomes;</li> <li>5. Manage, develop and deliver relevant heritage, community, and educational events and exhibitions including meetings with stakeholders, community and partners;</li> <li>6. Undertake independent research and present reports on your work, and will need to work with partners to develop initiatives to resolve risks and issues</li> </ol>

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• Professionally recognised degree level qualification in town planning, historic building conservation, archaeology, architecture, urban design, regeneration, surveying or an associated discipline;</li> <li>• A project management qualification or equivalent experience</li> </ul>	<p>Essential</p> <p>Essential</p>
<b>Knowledge</b> <ul style="list-style-type: none"> <li>• Specialist knowledge and understanding of the significance, conservation, repair and refurbishment of historic buildings and areas;</li> </ul>	<p>Essential</p> <p>Desirable</p>

<ul style="list-style-type: none"> <li>• Understanding of local government, planning and heritage legislation</li> </ul>	
<ul style="list-style-type: none"> <li>• <b>Knowledge/Skills</b></li> </ul>	
<ul style="list-style-type: none"> <li>• Expert knowledge and understanding of heritage issues, legislative and contextual framework and a detailed understanding of regeneration and economic growth issues in London;</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>• Understanding local government, planning and heritage legislation;</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Some knowledge of development planning processes;</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Excellent political awareness and ability to advise elected members on issues that may arise and policy choices and develop positive partnerships with elected Members and senior officers;</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Confidence and proven ability to brief managers, Members and stakeholders on regeneration issues and projects.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Excellent understanding and knowledge of financial management and funding arrangements for local government and the opportunities offered by the Private Sector</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>• Commitment to develop and update professional expertise and that of the team;</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>• Excellent analytical skills and ability to present findings to variety of audiences;</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>• Strong communication skills with knowledge of related information technology and the ability to produce well written documents;</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Robust approach to protecting the Council's interests.</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• <b>Abilities/Experience</b></li> </ul>	
<ul style="list-style-type: none"> <li>• Experience of managing complex, major heritage and regeneration schemes / projects from inception to completion;</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Experience of developing and sustaining successful partnership working across the public, private and third sectors to bring forward and deliver historic regeneration projects;</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Experience of negotiating with developers or other parties on behalf of an organisation to achieve desired objectives including driving hard commercial negotiations to ensure that the public purse is protected;</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Experience of organising public engagement and working with community groups</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Experience of project management including project initiation, reporting (milestones, risks and issues, outputs) and evaluation;</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Experience of commissioning work from consultants and management of delivery of agreed outputs;</li> </ul>	Essential

<ul style="list-style-type: none"> <li>• Experience of monitoring and being accountable for budgets, programmes and projects, ensuring that financial records and systems are maintained and processed and that budget allocations are monitored and controlled;</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Extensive commercial experience and ability balance commercial interests with conservation and regeneration objectives;</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Ability to look at funding models that extend beyond the sole use of grant provision and make funding applications to relevant organisations;</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Ability to get buy in and commitment to the service's vision and priorities from key stakeholders and commitment to taking steps to ensure the involvement of all sectors of the community in all aspects of the services work;</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Ability to influence/employ a range of influencing strategies, negotiate and persuade stakeholders;</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Enthusiastic, self-motivated, flexible to attend meetings and events as a Council representative outside of working hours when required;</li> </ul>	Desirable
<ul style="list-style-type: none"> <li>• Able to work under pressure and deal with a wide range of conflicting priorities;</li> </ul>	Essential
<ul style="list-style-type: none"> <li>• Able to work in a team and adhere to strict deadlines.</li> </ul>	Essential
<b>Competencies</b>	
<p><b>6 Impact &amp; Influence</b> Ability to get buy in and commitment to a shared vision from key influencers and service teams. Has a strong communication style and creates momentum and excitement about what needs to be done. Employs a range of influencing strategies.</p>	
<p><b>1 Achievement Focus</b> Shows determination over time to achieve goals within approved budgets, overcomes challenges &amp; obstacles. Takes calculated risks, based on learning &amp; experience to achieve longer term service improvements.</p>	
<p><b>3 Leading People &amp; Teams</b> Provides direction &amp; clarity. Creates conditions that enable teams to perform at their best. Demonstrates a highly visible and effective leadership style underpinned by the values of the organisation.</p>	
<p><b>5 Analytical &amp; Conceptual Thinking</b> Employs a range of techniques to see the "wood from the trees". Able to make sense of complex data and explain to others. Links &amp; implements big picture to operational.</p>	
<p><b>4 Self-Awareness &amp; Confidence</b> Knows own strengths &amp; limitations in providing leadership that makes a difference.</p>	
<p><b>2 Use of Power/Hold to Account</b> Holds others accountable for delivery of targets and is directly accountable for Service performance.</p>	

<p><b>7 Organisational Awareness &amp; Networking</b> Recognises &amp; addresses underlying problems, opportunities or political forces affecting the organisation. Demonstrates systematic ways of keeping informed through wider networks.</p> <p><b>8 Empowering &amp; Developing Others</b> Provides spaces for people to be creative, innovative &amp; take risks so they can develop in confidence &amp; ability. Develops strategy &amp; decision making with management team. Engages with customers &amp; stakeholders to involve them in the development of the service.</p>	
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Main Responsibilities
<p><b>All levels: PO4-PO6</b></p> <ol style="list-style-type: none"> <li>1. Lead on the delivery of the projects, including monitoring and co-ordinating of projects, working to one of the Regeneration Managers or Principal Regeneration Officer;</li> <li>2. Work in multi-disciplinary teams tasked with the delivery of regeneration projects and take responsibility for the organisation, coordination, supervision and reporting of projects to deliver successful results on time, within budget and to agreed outputs and outcomes;</li> <li>3. Identify and bid for internal and external funding sources to assist with the delivery of regeneration projects. Prepare funding applications, monitoring reports/returns and appraisals on behalf of the Council;</li> <li>4. Work in partnership with a wide range of stakeholders to identify and develop regeneration opportunities throughout Tottenham and to lead on and achieve effective internal and external stakeholder liaison and engagement in regeneration projects and programmes. Maintain successful relationships with key stakeholders and partners including senior council officers, Members, community and voluntary groups, Historic England, GLA, TfL, developers, statutory bodies;</li> <li>5. Manage multi-disciplinary projects including consultation, programming, planning, co-ordination and developing specifications of projects with partners;</li> <li>6. Commission studies, researches and appoint and manage technical consultants and other advisers required from time to time, assist in developing guidance in urban design and building conservation and specifications in close liaison with the Council's Urban Design and Conservation Team and Historic England and relevant partners;</li> <li>7. Instructing solicitors and assist in the execution of the strategic development priorities identified in the Council's Programme;</li> <li>8. Apply a rigorous financial management and business planning approach to project management ensuring strict cost/time management against budgets, and ensuring that all records including risks and issues logs are accurately maintained;</li> <li>9. Ensure that project risks and issues are identified, assessed, effectively managed, reviewed, recorded and reported on a regular basis;</li> <li>10. Deputise for the Regeneration Manager, as required or directed, including convene/chair meetings with external partners and stakeholders;</li> </ol>

11. Prepare regular monitoring reports and briefings to managers and Members of the Council, Historic England, GLA and any other partnering organisation, as required, including, reports on progress and any issues and update reports, and submit claims to funding partners, within agreed timescales and to agreed project management criteria;
12. Have excellent negotiation skills while working with the community, officers and partners to achieve best outcomes;
13. Establish effective structures and lines of communication across all sectors to support the Partnership Teams and delivery partners;
14. Contribute to the integration of the heritage initiatives effectively into council strategic priorities, to ensure that heritage is a key element within the Council's regeneration programme and raise the profile of the heritage projects within the Council among stakeholders, businesses, development companies and local people and liaise with them to deliver the heritage objectives;
15. Actively promote Heritage Skills Training and training of volunteers as part of the delivery of projects;
16. Prepare interim and final evaluation report on the delivery programme.

**Additionally, at PO5**

17. Establish, lead and work in multi-disciplinary teams tasked with the delivery of regeneration projects and take responsibility for the organisation, coordination, supervision and reporting of projects to deliver successful results on time, within budget and to agreed outputs and outcomes;
18. Ensure regeneration, including historic issues are adequately addressed in strategy/policy documents produced by other directorates and external stakeholders;
19. Unlock and deliver regeneration opportunities using a range of mechanisms including site development/appraisal process, public realm schemes, economic development programmes and where applicable estate regeneration;
20. Manage large, multi-disciplinary projects including consultation, programming, planning and co-ordination;
21. Develop service level agreements with service providers and partner agencies as required and ensure effective monitoring of contracts.

**Additionally, at PO6**

22. Manage complex projects and programmes with limited oversight from the Head of Area Regeneration, driving the delivery of the key elements of the regeneration programme;
23. Take overall responsibility for the successful delivery of grant funded programmes;
24. Responsible for motivating a project team, identifying tension and conflict between individuals and/or groups and taking steps to find a resolution;
25. Identify, analyse and develop responses to mitigate all risks and issues;

26. Monitor the financial viability of schemes / projects and provide financial input to colleagues, engaging external consultants if appropriate;
27. Proactively search out sites for urban regeneration, targeting derelict or underused land, and develop action plans and master plans for these sites and areas from a regeneration perspective;
28. To use own initiative to develop and deliver innovative solutions;
29. Act as advocate for the Council and its policies in local, sub-regional, regional and national strategic partnerships;
30. Seek joint ventures / joint working with other public sector organisations and agencies, including working with neighbouring authorities to ensure integrated regeneration investment;
31. Negotiate with developers on behalf of the council to achieve desired objectives including driving hard commercial negotiations to ensure that the public purse is protected;
32. Be recognised as an expert by other senior professionals and called on by others for advice, support and guidance.

### **Criteria for Progression**

The purpose of the career grading for the post is to enable the post holder to develop their career by building on their skills, experience and abilities as well as help the Council improve its internal capacity in project and programme management.

The post holder will be appointed at a level that is agreed prior to starting in the post based on the proven skills, abilities and experience the post holder has demonstrated at the time of the appointment.

Progression to PO5 and PO6 is not automatic and will be based on the post holder being able to demonstrate that they have been or are able to perform the additional duties in full and consistently. Progression will always be subject to the availability of funding.

Progression will be considered as part the post holders' appraisal (My Conversation) and will be considered at least annually.

Progression through the spinal points within the agreed grade will be as set out in the Council terms and conditions.

### **Generic Responsibilities**

#### **Corporate Responsibilities**

1. Promote a 'one organisation' approach.
2. Promote equality among all staff and ensure that services are delivered in a non-discriminatory way, that is inclusive of disadvantaged groups.

3. Ensure compliance with appropriate legislation, Council policies, standing orders, financial regulations and other requirements of the Council.
4. Represent the service / team at internal and external meetings.

### **Service**

1. Put forward new and innovative ways of delivering services that provide high quality and good value for money.
2. Implement consistently high-quality service standards and levels of customer service and monitor performance using the Council's project management approach.

### **People**

1. Work collaboratively and make sure that this supports the delivery of specific projects and corporate programmes.
2. Establish clarity around expected outcomes and standards, providing clear lines of accountability and delegated authority.
3. Take responsibility for continuing self-development and participate in training and development activities.

### **Resources**

1. Monitor the budget for projects, ensuring it is effectively controlled within limits, driving down spend where appropriate.
2. Hold staff/contractors/consultants to account to provide services that are delivered or procured that represent value for money.

### **Other Duties and Responsibilities**

1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.
2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
3. Knowledge and experience of using IT.
4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.



### Additional Information

Supervision / Management of People				
The post holder may be responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
	X			
Are the staff based at the same work location?				Yes
Will the post holder be responsible for contract / agency / project staff?				Yes

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Yes	15	Use of a computer.	Yes	80
Audio typing.	No		Crisis or conflict situations.	No	
Walking more than a mile.	No		Manual handling.	No	
Working alone or in isolation.	Yes	5%	Working in confined spaces.	No	
Driving a car, van or minibus.	No		Preparing or serving food.	No	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	No		Working in awkward positions, e.g. stooping, bending, reaching.	No	
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	No		Operating heavy or hazardous machinery including forklifts, diggers or cranes.	No	
Regular and repetitive movements.	No		Working shifts / unsocial hours, nights.	No	
Outdoor work involving uneven surfaces.	No		Standing or sitting for prolonged periods.	No	



Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights.	No		Working at heights / on ladders, roof work.	No	
Teaching, or responsibility for, children.	No		Outdoor work involving extremes of temperature.	No	
Electrical hazards.	No		Control and restraint.	No	

## ORGANISATION CHART

