

**Job Description**

Environment and Regeneration Regeneration Services

Post Title	Townscape Heritage Initiative (THI) Project Officer (Fixed Term, initially until 31/12/15, possible extension to 31/12/2019)		
Post Number	BG	Grade	Scale 8
Base	Business Resource Centre, Tafarnaubach	Hours	37
Car User Allowance	Approved Casual	Disclosure	None
Contact	Team Manager – Regeneration Projects	Updated	November 2014

Principal Job Purpose

Responsible to: Team Manager - Regeneration Projects

Responsible for: To manage and deliver the implementation of the Tredegar Townscape Heritage Initiative (THI) under the overall direction of the THI Advisory Board and BGCBC.

Principal Accountabilities

1. To manage and deliver the implementation of the Tredegar THI.
2. To manage and provide day-to-day direction to the work undertaken by the Assistant Tredegar THI Project Support Officer.
3. To identify further sources of eligible match funding towards the Tredegar THI programme and to prepare appropriate applications to secure such funding.
4. To promote, publicise and raise awareness of the Tredegar THI scheme amongst property owners, businesses and the local community and provide guidance on eligible works and projects.
5. To manage and administer the grant application process, including formulating procedures, giving advice, appraising applications, making recommendations for grant approval to the Tredegar THI Advisory Board, managing the grant case-load against available funding and processing claims for payment.

6. To provide guidance to grant applicants on the selection of agents and contractors and to applicants, their agents and contractors on the specification of works and the techniques, methods and materials for the repair and restoration of historic buildings within the scheme.
7. To monitor works on site, including liaison with applicants, agents, contractors, funding partners and other stakeholders, ensuring compliance with grant conditions and ensuring works are carried out in accordance with approved specifications and methods for historic building conservation, working as required with HLF, the Council's Heritage Officer and other specialist advisors.
8. To be responsible for the overall administration of the Tredegar THI scheme, including liaison with HLF and making financial returns to HLF and other funding partners and for the financial control of the scheme and its projects under the direction of the Regeneration Projects Manager and in accordance with the relevant financial regulations of the Council and other partners.
9. To prepare and present regular reports to the Council and the Tredegar THI Advisory Board and as necessary to the boards or committees of the funding partners on progress of the scheme.
10. To work closely with the Tredegar THI Core Project Team including the Council's Regeneration Division, Heritage Officer, Planning Officers and other Officers of the Council as necessary in carrying out the duties of the post.
11. Any other duties which are compatible with the level of responsibility and grade of the post.
12. Ensure Health & Safety issues are constantly monitored within the working process of the office and on site working areas ensuring hazards are identified and risks minimised.
13. To adhere to the principles of the Corporate Equality Policy and ensure commitment to anti-discriminatory practice.

The Following requirements are expected of all employees:

- To participate in the Council's Quality Initiatives.
- To use the Council's Computer in respect of the duties of the post and to have regard to the Data Protection Act
- To be aware of and implement the Council's Equal Opportunities Policy.
- To be aware of and implement the Council's procedures relating to Health and Safety
- To attend in service training courses as required
- To work flexibly within the team.
- At all times to carry out their duties and responsibilities to comply with Council policies and procedures.

Person Specification – Supervisory

1. Qualifications & experience

Qualifications/relevant experience	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
A degree in a relevant discipline.	E	✓			
Member of IHBC, RTPI, RIBA or RICS	D	✓			
Project management qualification	D	✓			
Other experience					
Several years experience of formulating, managing and implementing large grant aid funding schemes.	E	✓			
Experience in building conservation.	E	✓			
Experience of managing a THI scheme or other historic environment conservation and regeneration initiatives.	D	✓			
Knowledge/Skills					
Good project management skill.	E	✓	✓		
Ability to manage large budgets.	E	✓	✓		
Good communications skills.	E	✓	✓		
Ability to negotiate with property owners, architects, surveyors, building contractors and other building professions.	E	✓	✓		
Ability to write clear and concise reports.	E	✓			
Ability to work independently and on own initiative.	E	✓			
Good organisational skills	E	✓	✓		
Ability to use IT applications, including spreadsheets, databases, word processing and e-mail.	E	✓			
Knowledge of sources of funding for conservation, heritage and regeneration schemes.	E	✓	✓		
Knowledge of the methods and techniques for the construction, repair and restoration of historic buildings.	D	✓			
Knowledge of current legislation, policy and guidance related to conservation and historic buildings.	D	✓			
Knowledge of contract procedures and rules.	D	✓			
Knowledge of local government budgeting and financial control procedures.	D	✓			
Knowledge of THI guidance and procedures.	D	✓			

2. Special Requirements

Special Requirements	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Full clean driving licence.	E	✓			

3. Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the appropriate framework.

In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and afterwards through the Authority's performance coaching scheme.

Assessment Method					
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Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Managing the Team	Sets an example to the team by own approach and attitude		✓		✓
	Gets the best out of people by developing the skills, experience, and ambition of self and team				✓
	Ensures equality & diversity issues are integral to service delivery				✓
	Recognises when it is necessary to take a firm but appropriate line				✓
	Supports & encourages good work-life balance in the team				✓

Assessment Method					
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Topic	Competencies	App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Delivering a Continually Improving Service	Ensures the team understand how they contribute to achieving operational objectives		✓		✓
	Is focused on continually improving performance of self and team and gives regular, constructive feedback on team/individual performance	✓	✓		✓
	Challenges poor performance appropriately				✓
	Is positive about improving the service and identifies potential benefits for the citizen				✓
	Consults team and others, inside and outside the organisation, for improvement ideas		✓		✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Communicating	Uses appropriate and precise methods of communication	✓	✓		✓
	Communicates positively and respectfully		✓		✓
	Checks others' understanding				✓
	Clearly explains and justifies decisions made elsewhere	✓			✓
	Encourages team members to think about and suggest improvements		✓		✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Making Informed Decisions	Considers implications of proposed decisions		✓		✓
	Ensures decisions link to continually improving performance				✓
	Uses problem solving as a method of improving the service				✓
	Seeks clarification or challenges appropriately		✓		✓
	Explains decisions appropriately		✓		✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Working Together	Understands the benefits of working together	✓	✓		✓
	Promotes and contributes to partnerships to continually improve services for the citizen				✓
	Networks effectively internally and externally	✓	✓		✓

Topic	Competencies	Assessment Method			
		App. Form	Interview	Other e.g. presentation, discussion group, simulation, etc (please specify)	Probationary Period/ Performance Coaching
Putting the Citizen First	Recognises the importance of the citizen's input to improving the service	✓			✓
	Ensures team is focused on serving the citizen as the first priority				✓
	Seeks feedback from the citizen on the quality and appropriateness of service delivery	✓			✓
	Is positive about the organisation and the community it serves		✓		✓