

**JOB DESCRIPTION**

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| **TITLE OF POST:** | **HERITAGE ACTION ZONE PROJECT OFFICER (fixed term until 31st March 2023)** |
| **SALARY RANGE:** | £28,000 – £32,000 (Pro rata, based on 37 hour week) |
| **HOURS OF WORK:** | 30 hours per week |
| **LEAVE ENTITLEMENT:** | 26 days per annum (Pro rata, based on 37 hour week) |
| **RESPONSIBLE TO:** | Principal Project Manager |

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| **PURPOSE OF JOB**  Rochdale Development Agency (RDA), acting on behalf of Rochdale Council is responsible for the promotion of the economic well-being of Rochdale borough.  The Agency works in partnership with the Council, the private sector and other stakeholders to deliver new economic investment, physical development and associated jobs for the benefit of the local community.  As part of our ambitious plans to regenerate the Borough there is a strong focus on retaining and enhancing the exceptional range of heritage assets that the Borough has and which provide the Borough with its unique character, including 5 Grade I, and 21 Grade II\* buildings.  The Council, in partnership with Historic England, the RDA and others, have been awarded Heritage Action Zone (HAZ) status for the southern part of Rochdale town centre. The purpose of this job is to co-ordinate the delivery of the agreed Cooperative Connections Rochdale HAZ Delivery Plan, including the delivery of a Partnership Scheme in Conservation Area based grant programme. This post is part funded by Historic England, and the priority is to deliver the Cooperative Connections Rochdale HAZ. The post holder will however have the opportunity to support RDA and Rochdale Council’s wider Rochdale town centre regeneration activity.  **PRINCIPAL DUTIES** |
| **A: Project Management**   1. To co-ordinate the delivery of the Cooperative Connections Rochdale HAZ Delivery Plan in accordance with RDA’s established project management methodology and ensure agreed project management standards are met. 2. To support the Cooperative Connections Rochdale HAZ Partnership Board, reporting progress, escalating issues and servicing meetings. 3. To assist with the development and implementation of individual regeneration projects and initiatives allied to the Cooperative Connections Rochdale HAZ. 4. To develop and maintain effective working relationships with external partners. 5. To identify and carefully evaluate risks associated with the delivery of projects and seek to mitigate the exposure of RDA to these risks. 6. To prepare procurement documentation relating to contractors required to deliver the projects allocated to the post-holder. 7. Ensure project documents are complete, current and stored appropriately. 8. To complete evaluation reports as required by the Partnership and Historic England 9. Help to create and execute project work plans.   **B: Project Budgets & Accounting**   1. Monitoring project budgets, determining that appropriate capital and revenue resources are available for the delivery of the project. 2. Help to prepare and submit budget proposals and budget monitoring forms and recommend subsequent budget changes, where necessary. 3. Assist with the analysis of project deliverability, viability, revenue and capital margin, costs and income against budget.   **C: Project Development**   1. Assist in the development of reports to Committees, Business Cases and Project Initiation Documents for the projects in development and pipeline projects allocated to the post holder. 2. Assist in the preparation of applications for external and partnership funding.   **D: Communication**   1. Develop full-scale project plans. 2. To actively engage with the local community to build support for the ambitions of the Heritage Action Zone. 3. To develop and deliver a stakeholder engagement plan for the Cooperative Connections Rochdale HAZ, including partners, property owners, businesses, residents, investors and volunteers. 4. To develop and deliver in partnership with the Council’s Communications Team a communications plan for the Cooperative Connections Rochdale HAZ. 5. Effectively communicate relevant project information to the Programme Manager and senior management team, when required. 6. Deliver engaging, informative, well-organised presentations. 7. Resolve and/or escalate issues in a timely fashion.   **E: Team Working**   1. Work as part of a team defining project scope, goals and deliverables that support business objectives in collaboration with the Programme Manager, senior management, partners and stakeholders. 2. Identify opportunities for improvement and make constructive suggestions for change. 3. Contribute to the process of innovative change effectively.   **F: Client Management**   1. Effectively manage a day to day client/partner interaction.   **G: General Requirements**   1. Continue to seek improvement of professional skills. 2. To undertake other duties as required by the Chief Executive, Operations Director or Programme Manager in general conformity with the foregoing. |
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