##### cid:image001.png@01CF2195.817E5E60PERSON SPECIFICATION

##### HERITAGE ACTION ZONE PROJECT OFFICER

##### (fixed term until 31st March 2023)

| **CATEGORIES** | **ATTRIBUTES** | **ESSENTIAL/DESIRABLE** |
| --- | --- | --- |
| **Qualifications** | Educated to degree level or equivalent  Holding relevant professional qualification (e.g. IHBC, RIBA, RICS, MRTPI) | Essential  Desirable |
| **Experience and**  **Knowledge** | Able to demonstrate at least two years of experience of project management, community engagement, economic development and/or urban regeneration.  Experience of heritage-led regeneration and the regeneration challenges facing town centres such as Rochdale. | Essential  Essential |
| **Technical & Professional** | Able to demonstrate experience of effective engagement with key stakeholders e.g: the public, local councillors, property owners, property owners and grant funders.  Able to demonstrate experience of property improvement projects, including within Conservation Areas.  Able to demonstrate experience of working successfully in a partnership environment and obtaining the co-operation and buy-in of a range of people and organisations.  Able to demonstrate a clear understanding of public procurement regulations.  Demonstrate experience of developing and delivering regeneration strategies and programmes.  Able to demonstrate experience of leading or making a significant contribution to at least one bid for grant funding.  Knowledge and experience of commissioning external consultants.  Knowledge of urban design issues. | Essential  Essential  Essential  Desirable  Essential  Essential  Essential  Essential |
| **Project management** | Knowledge of both theoretical and practical aspects of project management & procurement.  Direct work experience in project management delivery | Essential  Essential |
| **Financial Management** | Understand basic budgets involved in project development and delivery and can makes decisions accordingly | Essential |
| **Key skills and competencies** | Critical thinking and problem solving skills  Planning, organising and effective time management  Decision-making  Communication skills  Team work  Negotiation  Conflict management  Adaptability  Risk identification  Risk management | All Desirable |
| **Practical IT skills** | Possess general understanding in the areas of project management software applications.  Possess a good understanding of social media and IT applications such as desktop publishing, MS Office suite and web design.  Able to develop a thorough understanding of the RDA’s formal project management systems and capabilities. | Desirable  Essential  Desirable |
| **Other** | Valid Driving Licence and availability of own car for use on RDA business.  Prepared to work outside office hours if required.  Commitment to RDA Values (see below). | Desirable  Essential  Essential |

**Rochdale Development Agency has agreed some core values which guide the way in which we work:**

**Performance:** we are a performance based organisation focused on achieving results

**Respect:** we show respect for our colleagues, partners and clients

**Integrity:** we act with integrity

**Development:** we are committed to continuous development and improvement

**Excellence:** we strive for excellence