

PROJECT DELIVERY OFFICER (HSHAZ)



Role Profile

Title	Project Delivery Officer (HSHAZ)	
Grade	GRADE H	
Reference:	N953	
Reports to:	City Centre Regeneration Coordinator	
Work style Definition	Office based hot-desk/touch down worker	
Job Type:	Professional	
Primary purpose of role	<p>The post holder will be responsible for developing and managing the successful delivery of the Plymouth High Streets Heritage Action Zones Programme (HSHAZ), taking a lead role in coordinating and delivering various projects within it, in partnership with other stakeholders, organisations and businesses to support a longer-term legacy.</p> <p>The HSHAZ is a nationwide initiative designed to secure lasting improvements to our historic high streets for the communities who use them. It is funded by the Ministry of Housing, Communities and Local Government and run by Historic England. The Programme has as its goal making the high street a more attractive, engaging and vibrant place for people to live, work and spend time.</p> <p>The HSHAZ Programme will do this through three complementary strands: (a) undertaking physical works to buildings; (b) facilitating cultural activities and events celebrating the history of the high street and its importance to local communities over the generations and, crucially, (c) giving local communities a key role in deciding what works they want to see happening on their high street and what sort of place they want it to be.</p>	
Key accountabilities and key measures	Role outcomes <ul style="list-style-type: none"> ▪ Ensure multiple projects (current programme c£2m) are developed and managed to the required quality, on time and within budget. (65%) ▪ Effective management of risks, issues, benefits, dependencies, stakeholder relationships, community relationships. (15%) ▪ Performance managing the outputs. (10%). ▪ Maintain tight budgetary control systems and financial monitoring/ 	Role measures <ul style="list-style-type: none"> ▪ Project delivered to agreed cost, time and quality including the identification of benefits and the monitoring of these to ensure value delivery ▪ All Project outputs delivered. ▪ All governance requirements met. ▪ Issues identified are raised and remedial action is taken. ▪ Preparation of regular timely performance data/dashboards for internal and external stakeholders and partners.

	reporting in accordance with internal and grant funding accounts systems. (10%)	
Key activities	<p>Project development (10%)</p> <ul style="list-style-type: none"> Develop outline and full business cases, funding bids and other necessary documentation related to Plymouth HSHAZ. <p>Project delivery (65%)</p> <ul style="list-style-type: none"> Establish project programme Contract manage delivery Procurement of contractors Maintain auditable records and manage under performance Compliance with health and safety standards Maintain good relationships with all funding and other partners and with the wider community. <p>Project evaluation (10%)</p> <ul style="list-style-type: none"> Reporting on project outcomes, expenditure, peer review Making recommendations and lessons learnt to improve future delivery performance. <p>Project governance (10%)</p> <ul style="list-style-type: none"> Meet all governance requirements in relation to the project and ensure effective project governance Report to and attend portfolio holder, Cabinet, committee and other meetings as required in relation to project delivery and performance. Undertake other duties appropriate to grade of post including the provision of guidance and support to others in the team. (5%) 	
Essential qualifications/ knowledge	<ul style="list-style-type: none"> Degree or equivalent in town planning, urban design, architecture or similar. A member of the Royal Town Planning Institute, Royal Institute of British Architects or other appropriate professional institute, or required to start the process of applying for and working towards such membership within 6 months of your start date for the post. 	
Desirable qualifications/ knowledge	<ul style="list-style-type: none"> A Certificate in Management and/or a Diploma in Management Studies. Training or qualifications in relation to project management and development viability / surveying. Full driving licence. Regeneration expertise, including in context of waterfront and centres' development. Training or qualifications in relation to urban design and/or the historic environment. 	
Essential experience	<ul style="list-style-type: none"> Extensive experience of urban planning functions and development schemes e.g. urban design, strategic landscape architecture, built conservation, local and area planning, urban regeneration, development management Extensive experience of project management at a senior level in statutory planning or a related function. 	

	<ul style="list-style-type: none"> ▪ Extensive experience of supporting the development management and development planning process. ▪ Experience of presenting reports to Committees and at public meetings.
Desirable experience	<ul style="list-style-type: none"> ▪ Experience of working and leading in the context of strategic partnerships. ▪ Experience of capital project delivery including preparing business cases, securing funding, procurement, management of project teams and contractors, managing project budgets and securing necessary consents and sign-offs. ▪ Experience in competitive tendering/work winning, income generation and/or funding bids in a public/private sector role. ▪ Experience of securing planning and highways consents for the delivery of projects.
Essential skills	<ul style="list-style-type: none"> ▪ Political sensitivity and awareness including experience of working closely with, and providing advice to elected members and senior management on a formal and informal basis. ▪ Highly developed communication skills required to motivate and influence others with regard to agreed decisions. ▪ Analytical and decision-making skills and an innovative and creative approach to problem solving including the identity of alternatives to current thinking. ▪ Key managerial competencies including leadership, innovative thinking, negotiation and motivation, setting performance standards and managing and monitoring budgets. ▪ Personal qualities of leadership, drive and enthusiasm including innovation, team organisation and motivation, effective communication, advocacy, and negotiating skills. ▪ Demonstrable skills in learning the implications of a continually changing legislative and national policy framework and from national best practice.
<p>Corporate standards</p> <p>In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance.</p> <p>Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures.</p> <p>Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures.</p> <p>Undertake all duties with due regard to the corporate equalities policy and relevant legislation.</p>	