**CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL**

**JOB PROFILE**

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| **DEPARTMENT: Place** | **SERVICE GROUP: Planning Transportation & Highways** | |
| **POST TITLE: Saltaire World Heritage Site Officer** | **REPORTS TO: Team Leader Landscape Design & Conservation** | |
| **GRADE: Band 8-PO1** | | **SAP POSITION NUMBER :** |

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes.

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| **Key Purpose of Post:** |
| 1. Saltaire is inscribed as a World Heritage Site (WHS) and it has a Management Plan (MP). In conjunction with the Landscape, Design and Conservation Team and other Council colleagues, create informed and realistic conservation strategies, programmes and projects for the regeneration, maintenance, protection and enhancement of the historic areas and buildings of WHS and the Buffer Zone and provide professional expertise to develop and facilitate the implementation of the MP (including Conservation and Planning advice to colleagues, customers and other stakeholders) to ensure that the MP makes the maximum contribution to the regeneration and sustainability of the District. 2. To ensure best practicable level of customer care and the effective programme delivery of MP objectives with particular regard to conservation of the built and natural environments and the Council’s priorities as set down in Council Plan in creating great places. To review and revise the MP as required. 3. To work with Council colleagues in Tourism and Economic Regeneration and other relevant colleagues, in line with Council policies and plans, to develop and implement projects to use the Site to promote Bradford District as a tourism destination and to improve the tourism offer in Saltaire. |

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| **Main Responsibilities of Post:** |
| 1. To provide professional expertise within the Department’s Planning, Transportation and Highways Service and to the rest of the Authority, ensuring effective alignment and delivery of the spatial objectives of the District Plan and other district wide priorities with the Local Plan supporting the Historic environment and to the strategic regeneration partners of the Council to facilitate understanding of Saltaire and the implementation of the MP as follows:  * To promote the awareness, appreciation and use of the WHS designation. * To monitor the condition of the WHS. * To service the relevant stakeholder meetings as required.  1. Work in partnerships with other World Heritage Sites, especially industrial sites, in the UK and internationally and with WH:UK to promote Saltaire and give access to the Site to a wider audience. 2. To be responsible for planning own work programme, referring only complex issues to team leader and liaising with clients, stakeholders and external partners in private, voluntary and public agency sector and members of the public to ensure progress and effective delivery to secure high quality outcomes which are appropriate to good practice in sustainable design guidance. 3. To initiate and maintain effective and constructive liaison, cooperation and participation with stakeholder organisations, the local community and other Departments of Bradford Council to deliver the requirements of the post within the site and Buffer Zone , to include preparing the agendas, making meeting arrangements, producing reports and minutes for the relevant stakeholders’ meetings. 4. To develop links with formal and informal learning providers to increase the understanding and use of the site for local as well as international learners and visitors. 5. Facilitate and improve the academic understanding of the Site and surroundings including; the preparation of explanatory material, presentations to the local community, media, interest groups,HE/FE and local researchers to develop understanding of the Site, individual buildings and aspects of significance in the Buffer Zone. 6. To identify possible funding sources and submit applications. Work up costing’s and produce realistic bids to external funding sources to further the aims and aspirations of the WHS and the MP and project manage successful bids. 7. In conjunction with the Conservation Team and following available models of good practice, develop and maintain monitoring systems for measuring the condition of the Site and buildings and to make decisions or recommendations e.g. to devise and implement new policy/procedure. 8. Monitor legislation, statutory instruments, and circulars and planning guidance as required for your work area to deliver an efficient, effective and up to date service. 9. To report to UNESCO on the designation of Saltaire WHS as required. 10. To provide occasional supervision and management of trainees, volunteers and placements. 11. To recognise and meet changing operational needs imposed by external influences by providing a positive response to all users through improved Client relationships and increased awareness of the need to be competitive and provide Best Value. 12. To represent the Department and the Council at meetings in furtherance of the aims of the project and to exercise considerable professional judgement in answering queries from Members, the general public, other Council departments and outside bodies on service issues and in advising the Team Leader and other professional colleagues within the team accordingly. It will be necessary to liaise with all levels of Council Staff, Members of the council, MP’s, the Bradford Partnership, Leeds City Region and the general public and other organisations by correspondence or in person on matters relating to service delivery. 13. To assist and carry out work within the team which is linked to heritage and the built environment within the district. 14. To contribute to conservation projects for the regeneration, maintenance, protection and enhancement of the historic areas of the district. |

**Structure:**

Team Leader

Senior Planning Officer

Planning Officer

Planning officer

Planning Assistant

Senior Graphic Designer

World Heritage Site Officer

Assistant Landscape Architect

Assistant Landscape Architect

Assistant Landscape Architect

BRADFORD THS

(Fixed term)

Gateways Officer

Assistant Landscape Architect

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| **Special Knowledge Requirement: Will be used for shortlisting.** | | | | |
| **Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column**. | | | | |
|  | | | **Essential** | |
| Due to the Governments Fluency in English Duty for posts where employees speak directly to members of the public the post holder is required to meet the Advanced threshold level (which will be implemented where the post requires a greater level of sensitive interaction with the public e.g. in children’s centres) – where the person is able to demonstrate that they can during the interview:  a) Can express themselves fluently and spontaneously , almost effortlessly  b) Only the requirement to explain difficult concepts simply hinders a natural smooth flow of language | | | X | |
| Carries out the working practices, procedures and basic operations across a specialist area of Historic Environment. | | | X | |
| Using initiative in making frequent decisions necessary for carrying out the duties of the post, within the priorities and targets set by the team leader, including the successful implementation of projects and budgetary processes as required. | | | X | |
| Understands and applies CDM working practices, including risk in own area of work. | | | X | |
| Uses a wide range of ICT systems across own work area and or other areas of work | | | X | |
| Knows the costs for products and services within own area of responsibility | | | X | |
| Knows and understands how to analyse, interpret and present complex information from a variety of sources | | | X | |
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| Able to involve partner organisations in problem solving activity by developing strong working relationships, consulting representatives of partner organisations and gaining their input into decision making processes; ensuring close collaboration between stakeholders. | | | X | |
| Able to work efficiently within a team and in a busy office atmosphere, paying attention to detail. Able to respond positively and effectively to advice and instruction. Organised, able to make decisions, attain objectives and achieve targets, Able to undertake heavy workloads, working to strict deadlines. | | | X | |
| Able to communicate effectively with Clients, understand briefs and interpret accordingly. | | | X | |
| Able to draft complex, non-standard letters, emails and reports in a logical and accurate manner. | | | X | |
| Using creative professional ability and judgement to seek and secure effective and realistic resolution of matters in the work area and in support of other work areas. | | | X | |
| **Relevant experience requirement: Will be used for shortlisting** | | | |
| 2 years experience in developing and implementing heritage related projects | | | |
| Ability to present to external boards, partners , public, Members and committees. | | | |
| Practical experience or awareness of building conservation. | | | |
| Demonstrate project planning and management skills. | | | |
| Demonstrate understanding of public consultation, participation in public meetings and working and engagement with communities and other groups. | | | |
| Able to apply knowledge and understanding of relevant legislation, guidance, key issues, working practices relevant to the planning process and function. | | | |
| **Relevant professional qualifications requirement: Will be used for shortlisting** | | | |
| Educated to degree level in a relevant subject.  Eligibility for membership of the Institute of Historic Building Conservation or other relevant professional organisation. | | | |
| **Core Employee competencies at manager level to be used at the interview stage.** | | | |
| **Carries Out Performance Management –** covers the employees capacity to manage  their workload and carry out a number of specific tasks accurately and at a high standard. | | | |
| **Communicates Effectively** - covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships, giving advice and guidance, counselling, negotiating and persuading and handling private, confidential and sensitive information. | | | |
| **Carries Out Effective Decision Making** - covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work. | | | |
| **Undertakes Structured Problem Solving** **Activity** - covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships. | | | |
| **Operates with Dignity and Respect** - covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face. | | | |
| **Management Competencies: to be used at the interview stage.** | | | | |
| **Operates with Strategic Awareness** Our managerswork with corporate priorities and policies in a joined up way with others, internally and externally. Works democratically, transparently and accountably. | | | | |
| **Practices Appropriate Leadership** Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self interest for the sake of the team or service. They consider serving the District in all that they do. | | | | |
| **Delivering Successful Performance** Our managers monitor performance of services, teams & individuals against targets & celebrate great performance. They promote the District’s vision & work to achieve Council’s values & agreed outcomes. | | | | |
| **Applying Project and Programme Management** Our manager’s work to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning. | | | | |
| **Developing High Performing People and Teams** Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council’s values and goals. | | | | |
| **Working Conditions:** | | | | |
| Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions. | | | | |
| Will be required to undertake work outside normal office working hours, both locally, nationally and when necessary on an international basis, by agreement in accordance with the Council's Conditions of Service and contract of employment. | | | | |
| This post is a classed as a ‘Mobile and Flexible Worker’ position for which a Mobile and  Flexible Working Agreement will be mandated. The post holder may be required to work  from a number of operational bases within the Bradford District. | | | | |
| **Special Conditions:** | | | | |
| You will be informed outline if there is a requirement for the post to have recruitment checks such as DBS, Warner Process. | | | | |
| **Compiled by:**  **S Ali**  **Date: 06/03/2018** | **Grade Assessment Date:** | **Post Grade:**  **Band 8- PO1 depending on qualifications and experience** | | |

Saltaire World Heritage Site Officer

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| **Band** | **Designation** | **Qualifications and Experience** |
| Band 8 | **Saltaire World Heritage Site Officer** | * Educated to degree level in a related subject.   Or  Relevant Vocational Qualification at Level 3  Relevant HNC/HND   * Plus 2 years professional practice experience. * Plus eligibility for membership of the Institute of Historic Building Conservation or membership of other relevant professional organisation. |
| SO1 |  | * As Band 8 * Plus 3 years professional practice experience * Plus Entry level or training level membership (including where relevant a history of up to date CPD) of relevant professional organisation. |
| SO2 |  | * As SO1 * Plus 4 years professional practice experience * Plus Full membership (including where relevant a history of up to date CPD) of relevant professional organisation. |
| PO1 |  | * Educated to degree level in a related subject.   Or  Relevant Vocational Qualification at Level 4   * Plus 5 years professional practice experience * Plus 5 years continuous membership (or 1 year senior membership eg. fellow) (including where relevant up to date CPD) of relevant professional organisation. |