

APPENDIX 01_03 THI JOB DESCRIPTION

ARGYLL AND BUTE COUNCIL

JOB DESCRIPTION

Job Title: Campbeltown THI Project Officer		
Department: Development Services		
Location: Campbeltown	Section: Development Policy Unit	Grade: AP5/PO4
Responsible to: Development Policy Manager		
Responsible for: Campbeltown Town Centre Conservation Area Townscape Heritage Initiative		
Professional Qualifications: Degree in a relevant profession		
Member of Professional Body: It would be desirable to have IHBC, RTPI or RIAS membership		

Main Function:

1. To manage, administer and implement the Campbeltown Townscape Heritage Initiative.

Job Activities:

1. To encourage and promote the take up of grants under the Campbeltown THI including negotiations with owners/applicants, the preparation and publication of information leaflets and the drafting of press releases.
2. To encourage and promote the take up of historic skills training courses and other awareness raising events in connection with the THI and monitor and evaluate their effectiveness in line with the established THI training plan.
3. To promote and encourage the repair and restoration of historic buildings including the reinstatement of architectural detailing throughout the Campbeltown Conservation Area.
4. To provide technical advice on the repair, restoration and conversion of properties and provide assistance to property owners on the submission of grant applications.
5. To administer the THI, including the making of financial returns, and in liaison with the Development Policy Manager and Development Finance Manager, to certify grant payments and assist with the financial monitoring of the THI in accordance with the Heritage Lottery Fund's monitoring guidance and the Council's financial procedures.
6. To establish and implement effective management and monitoring systems for the THI to ensure that outcomes, expenditure and other targets are achieved.
7. To work in close liaison at all times with the Council's Conservation Officer and to establish and maintain good contacts with and seek specialist advice from other organisations and individuals both within and outside the conservation field to ensure a quality service.
8. To liaise with the Heritage Lottery Fund's appointed THI project monitor on a regular basis and to prepare reports on progress and achievements for the HLF and the Council's Strategic Management Team.
9. To keep up to date with current planning and conservation legislation, trends, techniques and expertise and their practical application.
10. To support and liaise with other initiatives and projects aimed at sustaining regeneration improvements to the project area including the CARS project officer and Campbeltown Town Centre Manager.

11. To administer, organise and report progress to the Campbeltown Town Centre Regeneration Steering Group for the purposes of the THI.
12. To prepare and submit bids to extend the initiative or to maximise grant opportunities from other sources.
13. To assist with measures to enhance or extend the scheme and to sustain the improvements to the conservation areas including Article 4 Directions and complementary environmental improvements.
14. Where necessary to prepare and serve urgent works notices and full repairs notices to secure the repair of any listed building included within the scheme, under the direction of the Conservation Officer.
15. To promote the THI through various media and undertake necessary public consultation when required.
16. To carry out any other duties and responsibilities that can reasonably be expected, given the grading and level of responsibilities of this post.

GENERAL DUTIES AND RESPONSIBILITIES

The Council's Corporate Plan and Service Delivery

To deliver the Council's Services in accordance with the Corporate Plan and contribute to the achievement of the Council's Vision and Priorities.

Customer Care

To promote a culture that places customer care at the heart of the organisation and service delivery.

Equality and Diversity

To ensure that in delivering services, and in employing staff, the Council acts fairly and without discrimination, ensuring that its services and workforce reflect and respect the diverse community it serves.

Information

To ensure that the Council meets its duties under all relevant legislation, including that relating to Data Protection, Freedom of Information and Human Rights.

Health & Safety

To ensure your own health and safety and that of members of the public, contractors, staff and colleagues by complying with Council and Directorate safety policies and with any training, guidance or instructions provided for you; specific health and safety responsibilities are detailed within the "Responsibilities" section of the Corporate Health and Safety Policy.

Representing the Council

To act as a good ambassador for the Council through their conduct and community awareness.

ORGANISATION CHART

Development Services



Variations in posts

The duties of any post will vary over time as services, and the environment in which they are delivered, develop and change. This does not necessarily change the general character of the duties or the level of responsibility involved. The annual review meeting with their manager gives each employee the opportunity to discuss and review their job description and to ensure it is up-to-date and reflects current job content and context.

Disability Discrimination Act

The Council is committed to meeting its responsibilities under the Disability Discrimination Act and will make reasonable adjustments to posts to enable the recruitment and retention of employees with disabilities.

PLACE OF EMPLOYMENT

Campbeltown – This is the normal place of employment for this post. However, in order to deliver quality services, this may need to be varied from time to time and you may be required to work at Kilmory, Lochgilphead or travel wider for specialist courses as required.

Hours – 17.5 These are the normal total hours for the post.

Argyll and Bute Council

Person Specification

JOB TITLE: Campbeltown THI Project Officer

DIRECTORATE: Development Services

SERVICE AREA: Development Policy Service

RESPONSIBLE TO: Development Policy Manager

RESPONSIBLE FOR: Campbeltown Conservation Area Townscape Heritage Initiative

Essential Criteria	Assessment	Desirable Criteria	Assessment
EXPERIENCE			
At least two years experience in historic building and conservation area environment, working as part of a team	A,I	Experience of dealing with planning applications in a local authority	A,I
Experience of managing heritage regeneration projects, including funding and budget management	A,I		
Experience of undertaking and sustaining consultation and multi-agency involvement	A,I		
QUALIFICATIONS			
Degree or equivalent in Planning, Architecture, Urban Design or Historic Building Conservation	D	Design qualification Membership of relevant professional organisation eg. Institute of Historic Building Conservation	D
SKILLS & KNOWLEDGE			
Good working knowledge of historic building conservation principles and practice	A, I	Understanding of current Urban Design best practice	A,I
Good written and oral communication and consultation skills – including the ability to make presentations and produce letters and reports	A,I,T		
Good project management skills, including funding and budgets	A,I	Prince 2	A, I, D
Good ICT skills	A,I	Use of GIS	A,I
Confident, self-motivated and thorough with attention to detail	A,I		
OTHER REQUIREMENTS			
Current full driving licence and access to a vehicle	A,I,D		
Ability to occasionally attend meetings and events outside normal office hours	I		

Assessment: **A** – Application Form

I – Interview

T – Test

D - Documentation