##### 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 equivalentHolding relevant professional qualification (e.g. IHBC, RIBA, RICS, MRTPI) | EssentialDesirable |
| **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. | EssentialEssential |
| **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. | EssentialEssentialEssentialDesirableEssentialEssentialEssentialEssential |
| **Project management** | Knowledge of both theoretical and practical aspects of project management & procurement.Direct work experience in project management delivery | EssentialEssential |
| **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 skillsPlanning, organising and effective time managementDecision-makingCommunication skillsTeam workNegotiationConflict managementAdaptabilityRisk identificationRisk 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.  | DesirableEssentialDesirable |
| **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). | DesirableEssentialEssential |

**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