

Job Description	
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Job Title: Heritage Centre Project Manager	Service Area: Arts, Heritage and Events	
Directorate: Adults and Health	Post Number: Fusion TBC	Evaluation Number: 7187
Grade: PO3	Date last updated: February 2024	

<p>People at the heart of everything we do We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.</p> <p>Equality and diversity We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.</p> <p>Protecting our staff and services Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.</p> <p>Corporate parent We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.</p>
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Overall Purpose of Job

As Project Manager, you will directly report to the Arts, Heritage and Events Manager. You will lead on all aspects of the Canning Town Old Library (CTOL) project, funded by National Lottery Heritage Fund (NLHF), which will revitalise and refurbish the now empty and deteriorating Grade II listed Canning Town Old Library, transforming it into a hub for cultural heritage in Newham.

Job Summary

This role will be integral to the CTOL project, managing the National Lottery Heritage Fund elements of the project including preparation and application to NLHF for Delivery Phase, managing new staff and



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consultants and staff training programmes, establishing a Steering Group and advisory groups, managing Charitable Incorporated Organisation (CIO) registration and development of fundraising, commercial and partnership strategies for centre, overseeing development and delivery of communications and engagement plans.

At the end of the role, handover will be to a Heritage Centre Manager.

The project will primarily be delivering on the NLHF Investment Principles:

- Saving heritage
- Protecting the environment
- Inclusion, access and participation
- Organisational sustainability

You will have budget responsibility and be trained in appropriate financial systems to allow you to process payments. You will be expected to effectively keep records and cost reports for a large and financially complex project to multiple stakeholders. This post will be line managed by the Arts, Heritage and Events Manager but will be accountable to project governance boards, commensurate with the scale and ambition of the project.

This project will be integral to delivering the Council's strategic priorities, including the cultural strategy – Building Newham's Creative Future.

Key Tasks and Accountabilities

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

1. Oversee the management of the NLHF project including learning and engagement, archive and museum activity, partnerships, communications, marketing and branding, recruitment, training, reporting and line management.
2. Working with external consultants, lead on the preparation and completion of a NLHF Delivery Phase application for submission in the format required by the funder.
3. Manage consultants, including those delivering the NLHF Delivery Phase application and those delivering the Conservation Plan.
4. Oversee registration of the CIO.
5. Establish a Steering Group and advisory groups.
6. Oversee the Newham Heritage Month 2024 project team and project deliverables, alongside the Arts, Heritage and Events Manager.



7. Support the project team and external consultants to develop and deliver plans including communications, learning and engagement and development.
8. Work with the Arts, Heritage and Events Manager to procure services funded by NLHF.
9. Ensure the project stays on track and actions are completed by managing project team meetings and updating project management documentation.
10. Work closely with the project wider Working Group, including Regeneration colleagues who are managing the capital element of the project, ensuring actions are completed.
11. Coordinate all project documentation, and maintain a comprehensive project documentation system, including legal contracts and ensure that all information is stored safely and securely and can be accessed by relevant personnel.
12. Manage the budgets and cost reports on the project, ensuring that all stakeholders are aware of the current position.
13. Prepare update management information for stakeholders; elected members, senior management, governance boards, including but not limited to, financial information, progress reports and risks and opportunities registers to enable sound decision making.
14. Complete the reporting required by NLHF.
15. Ensure the project timescales align with the capital works schedule and building opening.
16. Hand over to the Heritage Centre Manager, with a period of handover in the region of three months, after the Heritage Centre has opened.
17. Perform any other relevant and reasonable duties appropriate to the role, as required.



Personal Specification

Job Title: Heritage Centre Project Manager	Service Area: Resident Engagement and Participation	
Directorate: Adults and Health	Post Number:	Evaluation Number: 7187
Grade: PO3	Date last updated: February 2024	

IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

CRITERIA	METHOD OF ASSESSMENT
EDUCATION/QUALIFICATIONS An appropriate degree or professional / project management level qualification (eg Prince2) or similar demonstrable extensive experience in a similar role.	Application

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CRITERIA	METHOD OF ASSESSMENT
<p>KNOWLEDGE</p> <p>Good knowledge and understanding of the NLHF application process</p> <p>Good knowledge of heritage services, specifically archives and museum collections practices</p> <p>Good knowledge of health and safety standards appropriate to working in a collections store and for the staging of public exhibitions</p> <p>An appreciation of tangible / intangible heritage and its benefits</p>	<p>Application, interview and test</p> <p>Application, interview and test</p> <p>Application</p> <p>Application and interview</p>
<p>EXPERIENCE</p> <p>Proven track record in successfully delivering a substantial multi-funder cultural project; ie media, arts, sport.</p> <p>Experience of delivering within an evaluation framework for a grant funded project</p> <p>Experience of managing a project team</p>	<p>Application, interview and test</p> <p>Application, interview and test</p> <p>Application and interview</p>
<p>SKILLS AND ABILITIES</p> <p>Excellent time management</p> <p>Excellent communication and presentation skills</p> <p>Excellent people management skills</p> <p>Excellent verbal reasoning and communication skills</p> <p>An efficient approach to delivering tasks with a high level of attention to detail</p> <p>Ability to organise and prioritise the workload to meet deadlines for themselves and others</p>	<p>Application and interview</p> <p>Application and interview</p> <p>Application and interview</p> <p>Application and interview</p> <p>Application and interview</p> <p>Application and interview</p>



CRITERIA	METHOD OF ASSESSMENT
<p>Organised and able to prioritise diverse workload</p> <p>Ability to meet tight deadlines, whilst dealing with conflicting priorities</p> <p>A can-do and proactive approach with the ability to contribute to the development of the project</p> <p>Excellent IT skills which will include Microsoft Office</p> <p>Strong interpersonal skills to enable effective communication with a wide variety of people including colleagues, elected members, volunteers, and representatives of external organisations</p> <p>Ability to manage and to interpret complex information and to offer sound, reliable, professional advice</p>	<p>Application and interview</p> <p>Application and interview</p> <p>Application and interview</p> <p>Application and interview</p> <p>Application and interview</p> <p>Application and interview</p>
<p>PERSONAL STYLE AND BEHAVIOUR</p> <p>Commitment to service delivery which is culturally appropriate and responsive to the needs of all users</p> <p>Commitment to ensuring access to all in contributing to and learning about the heritage of Newham</p> <p>Demonstrates a willingness to be flexible in both work tasks and locations</p> <p>Willing to work evenings and occasionally outside 'standard' business hours</p> <p>Commitment to undertaking Continuing Professional Development</p>	<p>Application and interview</p> <p>Application and interview</p> <p>Application and interview</p> <p>Application and interview</p> <p>Application and interview</p>

