



HERTFORD TOWN COUNCIL

# JOB DESCRIPTION

This form summarises the purpose of the job and lists its key tasks  
It may be varied from time to time at the discretion of the Authority, in consultation with the postholder

<b>Job Title:</b>	Project Manager	<b>Job No:</b>	
<b>Reports to:</b>	Town, Tourism and Projects Manager	<b>Team:</b>	Town, Tourism and Projects £45,202 to £49,250 pa dependent on experience
<b>Last Updated:</b>	March 2024	<b>Salary:</b>	

JOB SUMMARY	
	<ul style="list-style-type: none"> <li>• This is a fixed term role leading delivery of the Hertford Castle Grounds Transformation, National Lottery Heritage Fund supported Project, to enhance and communicate the natural and built heritage of the site and develop it as a hub for activities.</li> <li>• A hands-on role to coordinate and manage a consultant team who will be contracted to undertake surveys and develop plans and proposals during the development phase of the project (12 months).</li> <li>• Subject to successful award; guide and coordinate the resultant works to deliver the Stage 2 Delivery phase (approximately 36 months).</li> <li>• Raise the profile of the Grounds amongst the communities of Hertford and to a wider audience in recognition of its status as a destination park.</li> <li>• East Herts Council and Hertford Town Council are working in partnership to support the project through match funding and allocated officer resource.</li> </ul>
KEY TASKS	
<ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>Operational Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Lead the development and implementation of the project by co-ordinating with the lead consultant to oversee a range of outsourced specialists and contractors on behalf of the Project Partners. <ul style="list-style-type: none"> <li>○ The resultant design team of consultants (either subcontracted by the lead consultant or procured separately) is likely to include: <ul style="list-style-type: none"> <li>▪ Landscape Architect (potentially the principal consultant)</li> <li>▪ Landscape Architect or specialist to write a Conservation Management Plan</li> <li>▪ Structural Engineer (or contractor) for cantilever walkway, weir and bridge</li> </ul> </li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>▪ Hydrologist or specialist to design river enhancements</li> <li>▪ Conservation Architect for the Ashley Webb shelter</li> <li>▪ Consultant to write a Management and Maintenance Plan</li> <li>▪ Consultant for Interpretation and Activity Plans</li> <li>▪ Planning consultant</li> <li>▪ Quantity Surveyor</li> </ul> <ul style="list-style-type: none"> <li>• Deliver a monitoring and reporting programme, setting and meeting key deadlines and milestones.</li> <li>• Draw all elements of the project together to produce a united, functional masterplan including a detailed and comprehensive programme of works for the project delivery phase (approximately 36 months) and outlining how this will be sustainably maintained and managed into the future.</li> <li>• Ensure continued focus on key NLHF purposes (described at <a href="#">Investment principles   The National Lottery Heritage Fund</a>) through stage 1 to; <ul style="list-style-type: none"> <li>○ Secure Scheduled Monument Consent, Flood Risk Activities permit and relevant consents for works to trees and structures</li> <li>○ Ensure consistent development of key documents; SAM conservation plan, garden plan, travel plan, activity plan, interpretation plan, fish pass feasibility study and updated condition survey of historic structures.</li> <li>○ Oversee development of detailed designs for the cantilever walkway, bridge, play area and garden pavilion (Ashely Webb Shelter).</li> <li>○ Undertake Geophysical surveying and associated public event.</li> <li>○ Take proactive measures to be inclusive, remove barriers to access and reach new and diverse audiences through the delivery of this project.</li> <li>○ Undertake consultation with stakeholders (Environment Agency, Middle Lea Catchment Partnership, Wildlife Trust etc ) and the wider public to inform delivery phase proposals.</li> </ul> </li> <li>• Coordinate preparation of all documentation for the stage 2 submission to the National Lottery Heritage Fund.</li> <li>• Guide and support the delivery of resultant works through stage 2 to be approved by Lottery subject to successful stage 1 submission.</li> </ul> <p>Note: there will be a break clause between stages 1 and 2 of approximately 4 months. The Council will support the Project Manager in exploring secondment opportunities for this period.</p>
<ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>Management / Supervisory / Team Working Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Reporting directly to the Project Partners, Hertford Town Council and East Herts District Council.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Working with project partners, elected members, officers at a range of levels, external professional partners, consultants and stakeholders to deliver agreed outcomes.</li> <li>• Day to day line management of the Community Engagement Officer.</li> </ul>
<ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>Service Delivery</b></p> <ul style="list-style-type: none"> <li>• Manage the preparation of the developments stage documents to a good standard and the capital works during the delivery stage to ensure compliance with contracts and deal proactively with any issues to solve problems in liaison with the partner Councils.</li> <li>• Procure goods and services on behalf of East Herts District Council and Hertford Town Council within Council and National Lottery protocols, liaising with East Herts District Council Business Development Team as required.</li> <li>• Identify and secure added value through additional funding/project partners identified during the project delivery phase. Ensuring connections and synergies with the broader town regeneration agenda are realised.</li> <li>• With advice from consultant team, ensure that all works are delivered in compliance with relevant legislation, are appropriately permitted/consented and demonstrate current best practice.</li> <li>• Collate and submit quarterly reports and grant claims in accordance with National Lottery funding requirements and regularly update the Council's Finance team.</li> <li>• Ensure evaluation material is collected throughout the project development and delivery and arrange a comprehensive evaluation of the project at the end of each phase.</li> </ul>
<ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>Communication &amp; Contacts</b></p> <ul style="list-style-type: none"> <li>• Ensure that the project establishes and maintains a positive and highly visible public profile in conjunction with project partners throughout the development and delivery phases.</li> <li>• Actively share project updates and progress reports with the Project Partnership and external funding partners including senior managers, Members, external partners, consultants, contractors and stakeholders</li> <li>• Ensure positive and lasting relationships are forged with external promotional partners such as Tourist Information Centres and Visit Herts to maximise recreational tourism</li> <li>• Represent the project partnership in communication with the National Lottery Grants Officer</li> </ul>
<ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>Financial / Budgetary Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Provide effective financial management in collaboration with local authority finance colleagues and contracted Quantity Surveyor to ensure that all works are delivered within the available funding</li> </ul>

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	<p>envelope and compliance with local policies and procedures.</p> <ul style="list-style-type: none"><li>• Oversee cash flow of the project and submit claims to NLHF</li><li>• Assess and manage financial risks to the project in collaboration with Quantity Surveyor</li><li>• Oversee payment of contractors and consultants (supported by EHC Business Development Team)</li></ul>
<ul style="list-style-type: none"><li>•</li></ul>	<p><b>Other</b></p> <ul style="list-style-type: none"><li>• Have access to a motor vehicle</li><li>• Able to work outside normal office hours when necessary e.g. evening/weekend member and public meetings.</li><li>• Undertake any other duties as required by the line manager that are appropriate to the level of responsibility of the post</li></ul>

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## PERSON SPECIFICATION

- This form summarises the purpose of the job and lists its key tasks
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<b>Job Title:</b>	Project Manager	<b>Job No:</b>	
<b>Reports to:</b>	Town, Tourism and Projects Manager	<b>Team:</b>	Town, Tourism and Projects
<b>Last Updated:</b>	March 2024	<b>Grade:</b>	10

KEY CRITERIA	JOB REQUIREMENTS		SCORED F/I/A
	ESSENTIAL	DESIRABLE	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to degree level or significant relevant previous experience</li> <li>• Projects development and delivery experience</li> <li>• Project management training/qualification</li> </ul>		F  F  F
<b>Job Specific Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Have experience of delivering grant funded projects</li> <li>• Track record of delivering successful projects</li> <li>• Experience of managing multi-disciplinary projects in a large organization</li> <li>• Be able to manage financial demands within tight budgets and to deliver both capital and revenue projects effectively</li> <li>• Conflict resolution skills</li> <li>• Experience of writing</li> </ul>	<ul style="list-style-type: none"> <li>• Political sensitivity and experience of working with elected Members and multiple stakeholders</li> <li>• Relevant experience within a construction based environment</li> <li>• Hands on experience of delivering major public parks projects</li> <li>• Experience of delivery of a National Lottery Heritage Fund project</li> </ul>	F/I  F/I  F/I



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	project initiation, specification and contract documents		
<b>Management / Supervisory / Team Working</b>	<ul style="list-style-type: none"> <li>• Able to motivate and inspire others in a multi-disciplinary context</li> <li>• Able to work with minimum supervision</li> <li>• Day to day supervisory duties</li> </ul>		<p>F/I</p> <p>F/I</p> <p>F/I</p>
<b>Service Delivery</b>	<ul style="list-style-type: none"> <li>• Understanding of and commitment to the principles of equal opportunities</li> <li>• Ability to meet deadlines</li> <li>• Ability to handle a wide portfolio of diverse projects and tasks and manage competing priorities</li> <li>• Ability to work accurately and at pace</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of influencing project team at all levels to ensure all members including users and stakeholders own project objectives.</li> </ul>	<p>F/I</p> <p>F/I</p> <p>F/I</p> <p>F/I</p>
<b>Communication &amp; Contacts</b>	<ul style="list-style-type: none"> <li>• Able to work collaboratively with partners, technical specialists, consultants and stakeholders both internally and externally</li> <li>• Ability to form and maintain positive relationships with partners and stakeholders</li> <li>• Excellent communication skills across a range of media and to multiple audiences</li> </ul>	<ul style="list-style-type: none"> <li>• Have political sensitivity and experience of working with Council Members.</li> </ul>	<p>F/I</p> <p>F/I</p> <p>F/I</p> <p>F/I</p>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Ability to attend weekend/evening meetings as necessary</li> </ul>		F

**Key:**

F = Application Form    I = Interview

A = Assessment