

## Job Description

<b>Job Title</b>	Heritage Preservation and Development Project Officer
<b>Directorate</b>	City Development
<b>Service Area</b>	Culture Liverpool
<b>Grade</b>	7
<b>Competency Level</b>	3
<b>Salary</b>	£38,223 - £43,421
<b>Job Type</b>	Hybrid
<b>Location</b>	Cunard Building
<b>Disclosure and barring service (DBS)</b>	Not Required
<b>Job Evaluation Ref No</b>	A9275

## Job Purpose

Working directly to the Head of Heritage Preservation and Development, and within the Culture Liverpool team, you will project manage heritage projects, including for example the Botanical Gardens development at Croxteth Hall. You will work on delivering creative community and education engagement projects to deliver an innovative, imaginative, and inclusive programme of arts and cultural activity, including the establishment of Liverpool's historic Botanical Gardens at Croxteth Hall. You will also liaise with the architect and contractors to deliver on the upgrade

to the Peach House at Croxteth Hall. There will also be a range of heritage projects to be supported, developed, and managed as required.

### **Directly Responsible For:**

Occasional Staff working for the Heritage Preservation and Development team

Occasional Heritage volunteers

### **Directly Responsible To:**

Head of Heritage Preservation and Development

### **Main Areas of Responsibility:**

- Project manage and develop a series of creative interventions and projects to promote the development and use of Liverpool Historical Botanical Gardens at Croxteth Hall. Including working with local communities and education institutions
- Work alongside key stakeholders, botanical experts, Community groups, and Education partners to develop and deliver an innovative, imaginative, and inclusive programme of arts and cultural activity to celebrate Liverpool's Historic Botanical Gardens
- You will follow up on event programmes, ticketing, and delivery to create a programme of events to promote the botanical gardens at Croxteth Hall
- To curate, manage, and showcase Croxteth Hall's Botanical Gardens via dynamic happenings, installations, exhibitions, school visits, private tours, open days, and online digital showcases
- Work and develop links with isolated, or disadvantaged communities to develop digital online access to the botanical collection, and work with city region partners to creatively engage them with the botanical programmes

- Oversee the creative planning of the botanical gardens project, helping to bring the various collective creative visions to life
- Increase the profile of the work whilst recording and archiving stories and artwork generated by the varied programmes alongside partners for future reference
- To collate information, photographic and film archive, and other related information to be able to report back to the funding bodies as required on the success of heritage projects
- Develop all social media, online marketing, and press stories and content with the Head of Heritage preservation and Development to promote the Botanical Gardens at Croxteth Hall
- Manage elements of the overall project budget, reporting back to the Head of Heritage Preservation and Development for overall spend approval; Assisting in developing and delivering on income from any related events or programmes of activities to support the heritage department
- Assist in other heritage projects as required to advance the heritage strategies and operational support requirements
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements with Standing Orders and Financial Regulations of the City Council and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

## **Supervision and Management Responsibility:**

- Ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development
- Manages performance and behavioural issues effectively

## **Budget and Financial Responsibility:**

- Being fully accountable for managing the council's resources effectively and efficiently and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact
- Monitor financial performance and deliver within budget
- Seek savings and efficiencies by exploring opportunities to draw funding where appropriate
- Set, monitor, and remain within budget whilst challenging the team to deliver increased efficiencies
- Explores different options for funding and income generation and deliver on any agreed income projects to be developed
- Plan and programme events and other heritage programmes to maximise income to support future heritage projects

## **Social Value Responsibility:**

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

## Physical Demands of the Job:

- The post will require periods of standing to oversee and manage events and heritage programmes
- The post will require working at times in the open and differing weather conditions based around events
- The post will require some manual handling based around event and other heritage programmes
- The post will be multi sited and will include travel to various venues within the city

## Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

## Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we

treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level 3.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

# Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualification and training

### Essential

- Trained on project management (A/I)
- Trained on event management (I)
- Trained on working with event organisers and artists on a large scale (A/I)

### Desirable

- Qualifications in budget management
- Qualification in large scale event management
- Training in Heritage or having worked on a heritage site or project

## Experience

### Essential

- Knowledge of creating, overseeing, and managing events (A/I)
- Knowledge of managing staff, particularly at events (A/I)
- Knowledge of working with event organisers and artists responsible for delivering events or performances. Managing their requirements as needed (A/I)
- Experience of creating event schedules and programmes working to strict timetables (A/I)

## Desirable

- Extensive experience working with the public
- Experience of working with event organisers including audio visual providers, security, and professional clients and artists
- Experience of working in a heritage venue

## Skills/Abilities

### Essential

- Must be computer literate, especially on word, excel (A)
- Ability to project manage and coordinate large scale events with multiple requirements, often occurring at the same time (A/I)
- Good time management skills (A/I)
- Ability to multitask (A/I)

### Desirable

- Personal driving licence
- Public speaking skills

## Commitment

### Essential

- Committed to delivering the highest standards of programme and events (I)
- Able to work unsociable hours and weekends (I)



## Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- Flexible working hours, working with unsociable hours

## Other

### Desirable

- Excellent time management skills