

Northumberland County Council
JOB DESCRIPTION

Post Title: National Landscape Project Officer	Director/Service/Sector		Office Use
Band: 7	Workplace: Alnwick Lionheart Depot with opportunity to work at home.		JE ref: 4391 HRMS ref:
Responsible to: Northumberland Landscape Officer	Date: February 2024	Job Family:	

Project officer for developing and delivering projects for the National Landscape Partnership. Primarily, the postholder will be responsible for appointing consultants/contractors to deliver the project to agreed time and budget. The postholder will liaise with partners, stakeholders and community groups to develop the feasibility studies and implement a capital programme. The Postholder will be expected to develop further capital programmes.

This post is externally funded.

Resources	Staff	Volunteers, project staff and placement staff, contractors
	Finance	Managing the project budget (up to £400k per year), managing income and expenditure, submitting detailed and complex financial claims and progress reports, spending within allocated budgets within procurement regs, managing contractors with external suppliers
	Physical	Contribute to the efficient and effective running of the National Landscape Partnership and Staff Unit. Responsible for overseeing contracts which will deliver capital works and site improvements to natural and cultural sites across the National Landscape
	Clients	Day to day involvement with partner organisations, community organisations, funders, the National Landscape Partnership, NEMCA, Defra officials, national colleagues, elected members, parish councillors and members of the public. Responsibility for increasing access and breaking down barriers to engagement in order to involve a wider and more diverse audience in the National Landscape

Duties and key result areas:

1. Lead responsibility for overseeing the development and delivery of projects
2. Co-ordinating future capital programme funding submissions to funding bodies
3. Lead responsibility for appointment and contract-management of project consultants, contractors and suppliers
4. Main point of contact for the project and partners and other funders/stakeholders
5. Establish an active and purposeful project partnerships arrangements with key partners
6. Present project updates to the National Landscape Partnership, funders and wider public
7. Secure match funding for project delivery for future capital projects
8. Submit documentation to secure planning consents and other permissions (e.g. SSSI consent) for capital works; ensure works are carried out in accordance with permissions
9. Learn from other projects and best practice in the UK and beyond, share this learning with others in the project partnership and the National Landscape
10. Co-ordinate project communications (with support from Communications Officer)
11. Lead consultation events, working with project consultants, to ensure a wide range of people have the opportunity to contribute to project design and delivery
12. Support engagement activities including leading some face-to-face activities
13. Oversee a high standard of delivery throughout the project (including events, capital works, interpretation, publications, digital resources)
14. Represent the National Landscape Partnership at events and meetings
15. Undertake any other duties and responsibilities consistent with the nature, level and grade of the post.

Work Arrangements	
Transport requirements:	Driving ability and own transport desirable although the use of public transport is encouraged as much as possible.
Working patterns:	Full time: 37 hours per week. Flexible working hours will apply. Occasional evening and weekend working will be expected.

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PERSON SPECIFICATION

Post Title: National Landscape Project Officer		Director/Service/Sector: Planning Services	Ref: 4391
Essential		Desirable	Assess by
Qualifications and Knowledge			
<p>Educated to degree level in a suitable discipline or equivalent professional experience*</p> <p>Knowledge of similar funding streams</p> <p>Knowledge of conservation and rural issues, natural beauty and landscape issues, issues affecting the coast, protected landscape conservation</p> <p>Knowledge of best practice in managing recreation, access and countryside management</p> <p>Knowledge of best practice in Equality, Diversity and Inclusion</p> <p>* Equivalent professional experience would be something that has enabled you to acquire or refine relevant skills and knowledge, to a similar level as a degree or technical qualification. Non-graduates are welcome to apply for this role if suitable knowledge and experience can be demonstrated</p>		Knowledge of the special qualities of the Northumberland Coast or similar environments/landscapes	a, i, r
Experience			
<p>Experience of project management including contract management and financial management</p> <p>Experience of working in the natural and/or cultural heritage sector</p> <p>Experience of delivering events and engagement activities for a range of audiences</p> <p>Experience of delivering/managing capital works programmes</p> <p>Experience of writing funding requests, business plans and/or strategic documents, working to strict deadlines</p>		<p>Experience of managing large scale funding</p> <p>Experience of landscape/place-based projects</p> <p>Experience of working with rural and urban communities, including engaging under-represented groups</p>	a, i, r, p
Skills and competencies			
<p>Competent communicator orally and in writing to a wide range of audiences</p> <p>The ability to write in plain English to a high standard</p> <p>Numerate and able to manage complex budgets using MS Excel</p> <p>Ability to deal confidently with a wide range of people including elected members, ministers and civil servants, national colleagues, journalists and members of the public</p> <p>Handling sensitive, confidential and confrontational situations in a tactful and professional manner</p>			a, i, r, p

<p>IT Literate, capable of using MS Word / Excel and office packages</p> <p>Able to work under pressure, to establish priorities and meet deadlines including organising and prioritising own work with minimum supervision</p> <p>Ability to produce original and creative ideas and to inspire others to do the same</p>		
Physical, mental, emotional and environmental demands		
<p>The work will be extremely rewarding but candidates must possess the necessary commitment and stamina to cope with the challenge and range of work expected and be able to complete this within the hours allotted to the role.</p> <p>The post requires long periods of mental concentration on a range of complex tasks including financial and project management.</p> <p>Highly motivated and able to work without close supervision.</p> <p>The post holder must be able to work well under pressure and be able to meet daily, weekly and monthly deadlines even when there are conflicting demands and interruptions.</p> <p>Usually works in a seated position in the office and at meetings. Frequent site visits to remote locations and events will require some standing, walking, stretching or lifting including over steep or rough terrain.</p> <p>Manual site management tasks will include the small-scale access improvements and installations of infrastructure with exposure to disagreeable, unpleasant or hazardous conditions.</p> <p>The post holder will be required to work individually and as part of a team.</p> <p>The role will demand that the post holder is able to challenge constructively existing ideas and practices and that they will be able to listen and learn from others.</p> <p>The post requires the use of discretion and initiative across all areas of work.</p> <p>Some out-of-hours and weekend working will be required</p>		a, i, r
Motivation		
<p>A commitment to protecting, enhancing, celebrating and increasing access to the special qualities of the Northumberland Coast National Landscape</p> <p>Passionate about landscape and the environment</p> <p>Passionate about increasing access and diversity in the countryside/environment sector</p>		a, i, r

Dependable, reliable and keeps good time Demonstrates integrity and upholds values and principles Promotes equal opportunities and diversity in all aspects of work Appropriately follows instructions to achieve set objectives Works collaboratively to create a positive work culture in which diverse, individual contributions and perspectives are valued Adapts to change by adopting a flexible and cooperative attitude A commitment to ongoing professional development and training A commitment to embracing new ways of working and technological advances to deliver the service Works with little supervision		
Other		
Able to work outside of normal office hours including weekends, evenings and early mornings	A full driving licence and access to own transport	i

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits