


Job Description			
Title	Department:	Post Ref	
Senior Practitioner Heritage Tourism	Policy, Planning Corporate Services	Add Ref	
Job Purpose Development, co-ordination and leadership of partnerships and projects to develop Nottinghamshire's Heritage Tourism offer.			
Key Responsibilities 1. Working closely with the County Council's heritage specialists, Experience Nottinghamshire, local authorities and a range of partners and stakeholders to identify opportunities for enhancing heritage-based tourism in the County. 2. Developing implementation strategies for agreed priority programmes. 3. Co-ordinating and supporting delivery of heritage and tourism activities that facilitate the development of Nottinghamshire as a heritage tourism destination. 4. Bringing together partners with relevant technical expertise to support programmes of projects and activities. 5. Securing effective commitment and resources for project delivery from a wide range of sources, including grants and sponsorship.			Key Accountabilities 1. Liaising with other Local Authorities, Government Agencies, tourism and heritage organisations, businesses and groups. 2. Working efficiently and effectively to support the development of heritage-based tourism in Nottinghamshire. 3. Leading the development and delivery of implementation strategies. 4. Ensuring that correct procedures and processes are being followed and advising the Conservation Team Manager as appropriate. 5. Ensuring that the reporting, monitoring and evaluation requirements of key partners, and particularly funding partners, are met.

The post holder will perform any duty or task that is appropriate for the role described	

Person Specification	
Education and Knowledge <ol style="list-style-type: none"> 1. Educated to degree level or equivalent. 2. Understanding of Nottinghamshire's heritage and/or tourism assets. 3. Knowledge of key organisations involved in heritage and tourism initiatives and their roles. 4. An understanding of current national, sub-national and local issues relating to heritage and/or tourism. 	Personal skills and general competencies <ol style="list-style-type: none"> 5. Sets an excellent example of customer care for other staff. 6. Effectively sets direction for a team providing motivation for all to deliver high performance. 7. Anticipates customer needs to provide excellent service continually striving to improve efficiency and effectiveness 8. Sets challenging targets for performance for the team as well as delivering a high degree of personal effectiveness 9. Ensures the Council's policies for fairness and respect are delivered including setting high personal standards 10. Takes an active role in managing risk, health and safety and safeguarding issues
Experience <ol style="list-style-type: none"> 11. At least five years post-qualification experience in heritage or tourism. 12. Experience of developing, implementing and managing multi-organisational projects. 13. Experience of working in partnership with statutory, voluntary and community organisations. 	

14. Experience of external and multi-source funding, including preparing funding bids, and dealing with grant-aid. 15. Experience of collating and analysing information and producing written material for a range of audiences	
<p><i>Role Dimensions</i></p> 16. Responsible for the co-ordination and management of activities relating to heritage tourism within Nottinghamshire. 17. Responsible for any project budgets as appropriate. 18. Responsible for the co-ordination of partners and partnership activities. 19. Able to work outside normal office hours if required. 20. Full current UK driving licence.	
<p><i>Please attach a structure chart</i></p>	

Date 19/02/2013