

NON-CONFIDENTIAL



Borough of Tamworth

Marmion House,
Lichfield Street, Tamworth,
Staffordshire B79 7BZ.

Enquiries: 01827 709 709
Facsimile: 01827 709 271

APPOINTMENTS AND STAFFING COMMITTEE

6 November 2023

Dear Councillor

A meeting of the Appointments and Staffing Committee will be held in **Town Hall, Market Street, Tamworth on Tuesday, 14th November, 2023 at 6.00 pm.** Members of the Committee are requested to attend.

Yours faithfully

A handwritten signature in black ink, consisting of stylized initials and a long horizontal line extending to the right.

Chief Executive

A G E N D A

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- 1 Apologies for Absence**
- 2 Minutes of the Previous Meeting (Pages 5 - 6)**
- 3 Declarations of Interest**

To receive any declarations of Members' interests (pecuniary and non-pecuniary) in any matters which are to be considered at this meeting.

When Members are declaring a pecuniary or non-pecuniary interest in respect of which they have dispensation, they should specify the nature of such interest. Members should leave the room if they have a pecuniary or non-pecuniary interest in respect of which they do not have a dispensation.

4 Environmental Health staffing proposals (Pages 7 - 14)
(Report of the Assistant Director, Growth and Regeneration)

5 Heritage Engagement Officer (Pages 15 - 18)
(Report of the Assistant Director, Growth and Regeneration)

6 Exclusion of the Press and Public

To consider excluding the Press and Public from the meeting by passing the following resolution:-

"That in accordance with the provisions of the Local Authorities (Executive Arrangements) (Meeting and Access to Information) (England) Regulations 2012, and Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting during the consideration of the following business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1 of Part 1 of Schedule 12A to the Act and the public interest in withholding the information outweighs the public interest in disclosing the information to the public"

At the time this agenda is published no representations have been received that this part of the meeting should be open to the public.

7 Summary of HR Changes to 30 September 2023 (Pages 19 - 28)
(Report of the Head of HR and Organisational Development)

Access arrangements

If you have any particular access requirements when attending the meeting, please contact Democratic Services on 01827 709267 or e-mail democratic-services@tamworth.gov.uk. We can then endeavour to ensure that any particular requirements you may have are catered for.

Filming of Meetings

The public part of this meeting may be filmed and broadcast. Please refer to the Council's Protocol on Filming, Videoing, Photography and Audio Recording at Council meetings which can be found [here](#) for further information.

If a member of the public is particularly concerned about being filmed, please contact a member of Democratic Services before selecting a seat.

FAQs

For further information about the Council's Committee arrangements please see the FAQ page [here](#)

To Councillors: P Turner, D Cook, S Daniels, C Dean and T Jay.

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**MINUTES OF A MEETING OF THE
APPOINTMENTS AND STAFFING
COMMITTEE
HELD ON 11th OCTOBER 2023**

Present: Councillors D Cook, C Dean, T Jay and B Clarke

The Following Officers were present: Jackie Noble (Head HR and Organisational Development)

Guest: Seb Lowe – Gatenby Sanderson

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor P Turner.

Apologies were received from Councillor S Daniels, Councillor B Clarke attended as a substitute.

2 APPOINTMENT OF VICE CHAIR

Resolved That the Committee

Appointed Councillor T Jay as the Vice Chair

(Moved by Councillor D Cook and seconded by Councillor B Price)

3 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 29th March 2023 will be brought back to the next Appointments and Staffing Committee to be approved.

4 DECLARATIONS OF INTEREST

Councillor B Clarke declared an interest in item 1 as they work at the same company as an applicant, but they do not know them. Councillor B Clarke

confirmed that they had checked with the Monitoring Officer and there is no conflict of interest.

5 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: That members of the press and public be now excluded from the meeting during consideration of the following item on the grounds that the business involves the likely disclosure of exempt information as defined in Paragraphs 1 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended).

6 CHIEF EXECUTIVE SHORTLISTING

Jackie Noble (Head HR and Organisational Development) and Organisational Development J Noble advised that the title of the report should read long list and not short list.

Resolved That the Committee

Approved the two recommendations from the report

(Moved by Councillor D Cook and seconded by B Clarke)

Chair _____

14TH NOVEMBER 2023

REPORT OF THE ASSISTANT DIRECTOR, GROWTH AND REGENERATION

Environmental Health staffing proposals

EXEMPT INFORMATION

None.

PURPOSE

To agree the proposed changes to the staffing of the Environmental Health Team ensuring they can continue to undertake food hygiene inspections and comply with the requirements of the Food Standards Agency (FSA).

RECOMMENDATIONS

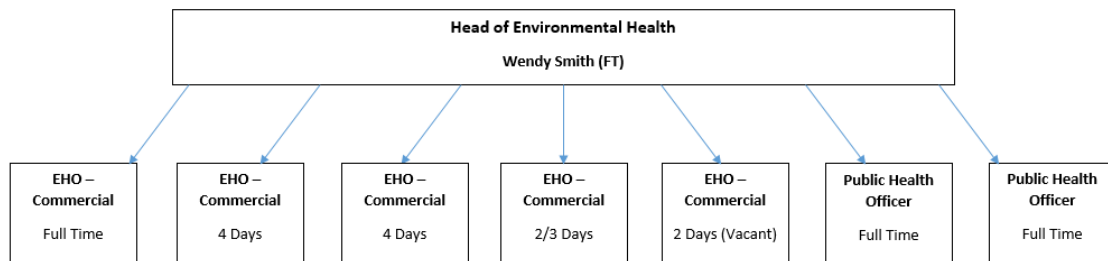
That the Committee-

1. Approve the proposed staffing structure as set out in this report.
2. Authorise the Chief Executive to implement the changes.

EXECUTIVE SUMMARY

There is a back log of food hygiene inspections (lower risk categories) which was created during the pandemic as officers were redirected to enforce covid regulations. As officers have returned to statutory duties including routine inspections they are noting significant interventions are required to bring premises up to standard which is requiring considerable officer time resulting in a slower pace in completing overdue inspections. In addition a large number of new businesses have been established since the pandemic increasing numbers of registered establishments requiring inspection.

At present the Food and Safety section of the Environmental Health team has a flat structure with seven officers reporting directly to the Head of Service.



The below table shows the number of premises due to be inspected in 2023/24 as at 1st April 2023. Whilst the team has been working hard to ensure that the highest risk and new premises have been inspected since the pandemic, there is still a considerable backlog of lower risk category D and E premises. Many of these have not been inspected for 4-5 years

and therefore in many cases their standards are likely to have slipped and will require more input to bring them back into compliance.

Food premises risk band	Total due in 2023-24
A – Highest risk	0
B	14
C	36
D	125
E – Lowest risk	171
Unrated (rolled over from 2022-23)	42
Estimated number of new premises	100
Estimated number of revisits	20
Grand Total	508

A part time EHO post recently became vacant resulting in reduced capacity to undertake food hygiene inspections and continue to address the backlog. Recruitment and retention issues are being experienced nationally with a significant reduction in the number of qualified Environmental Health Officers entering the job market with many experienced officers leaving to join the private sector or retire. Previous experience of recruiting EHO's to the authority has proved difficult. It is therefore anticipated that the creation of a Public Health Officer – Food Safety may result in a stronger prospect of successful recruitment.

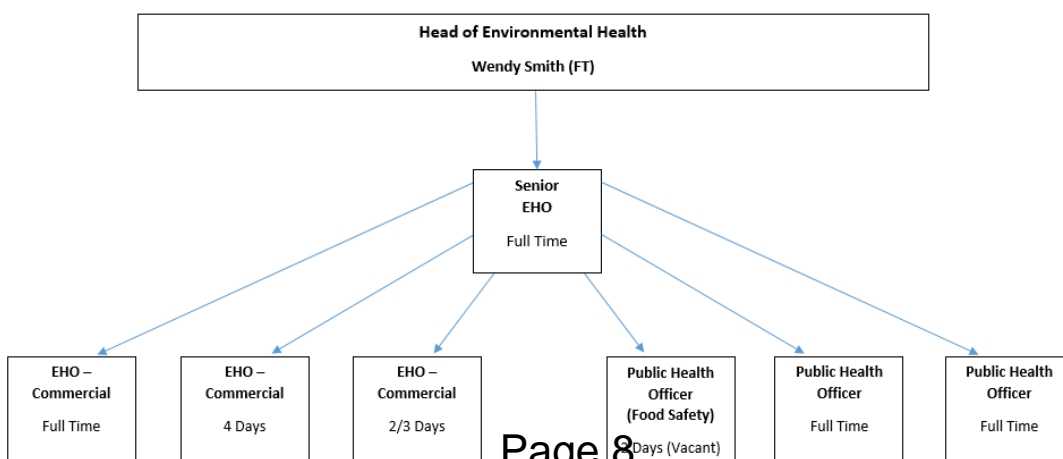
There is a requirement in the food law code of practice that Competent Authorities must appoint a suitably qualified and competent lead food officer, who is responsible for the operational management of food law matters including:

- developing, implementing, monitoring, and reviewing documented policies, procedures, and plans
- management of the response to an incident and alert
- collating and reporting data

this named person must be notified to the FSA to facilitate contact in the event of an incident or alert. Creation of a Senior Environmental Health Officer post designated as Food Lead would ensure compliance with the above requirements. The introduction of the Senior EHO post would also relieve the Head of Environmental Health of day to day management of six officers within the Food and Safety section allowing the Head of Service to more effectively line manage the Environmental Protection section and senior officers within the licensing section and food and safety section in addition to progressing strategic departmental work.

The Proposal

- Amend and upgrade a current permanent (FT) EHO post to create a permanent Senior EHO post.
- Recruit a permanent part time (2 day) Public Health Officer (Food Safety)



Deleting the vacant EHO post and replacing it with a Public Health Officer – Food Safety and upgrading a current EHO post to a senior EHO would allow programmed inspections to continue whilst the senior officer focuses on day to day management of the Food and Safety service addressing outstanding policy and procedural issues. The requirement for a Senior EHO - Lead Food Officer is to be further exacerbated by the Food Standards Agency's current consultation on substantial changes to the Food Hygiene Delivery Model.

Senior Environmental Health Officer:

It is proposed that the introduction of a Senior Environmental Health Officer would have supervisory responsibility of the Environmental Health Officers and Public Health Officers providing them with technical support and supervision. In addition this post would be responsible for reviewing, renewing policies and procedures many of which are ready for revision and are required by the Food Standards Agency. There is a concern that if the authority was audited by the FSA it is likely a number of failings would be identified owing to the Covid workload during 2020-22 and the subsequent focus on starting important food safety inspections, leaving little capacity for dealing with additional statutory processes. At present one of the more experienced EHO's within the team been designated the role of lead food officer and has been in an unofficial capacity acting up as the senior officer and focusing on ensuring systems and procedures are in place and to the relevant standards. The role would be open to all EHO's with five or more years experience within food safety. The result has meant this post has been less operational and available to carry out a significant number of routine inspections in the short term, however in the longer term when policies and processes are in place, this post can then contribute more fully to the inspections rota.

This post is a Grade H and would be permanent.

Public Health Officer - Food Safety:

The Food Safety officers main duties would include but are not limited to food safety, including food hygiene inspections and food complaints. Routine health and safety inspections and accident investigations. Public Health registrations and inspections which includes tattooing and skin piercing. Food poisoning and infectious disease investigations.

This post is a Grade E and would be permanent.

Finances

It is proposed these posts would be funded from the current salary of a vacant 2 day a week EHO post.

CURRENT	GRADE	24/25 BUDGET INCL ON- COSTS
ENVIRONMENTAL HEALTH OFFICER	GR G	47,819
VACANT ENVIRONMENTAL HEALTH OFFICER	GR G	19,728
		67,547
PROPOSED		
SENIOR ENVIRONMENTAL HEALTH OFFICER	GR H	52,430
FOOD SAFETY OFFICER	GR E	9,771
		62,201

RESOURCE IMPLICATIONS

None

LEGAL/RISK IMPLICATIONS

The authority is also under a statutory duty to inspect registered food premises. The longer premises remain operational with an overdue inspection the more likely the risk of a serious food poisoning incident or outbreak. The authority is required by the Food Standards Agency to have a number of policies and procedures in place. There is a risk if the authority was audited by the FSA and found to be lacking with areas of weakness across its food service action against the authority could be taken ultimately resulting in the FSA taking over delivery of the service.

SUSTAINABILITY IMPLICATIONS

None.

BACKGROUND INFORMATION

None.

REPORT AUTHOR

Wendy Smith – Head of Environmental Health

LIST OF BACKGROUND PAPERS

APPENDICES

Appendix 1 – Senior EHO Job Profile

<p>JOB PROFILE - SENIOR ENVIRONMENTAL HEALTH OFFICER</p>	<p>Grade H</p>
<p>Job Purpose</p> <ul style="list-style-type: none"> • To ensure the department’s EH commercial functions primarily relating to food hygiene and health and safety inspections, food complaints, accident reports and investigations, infectious disease investigations, are carried out in an efficient and effective way in compliance with statute, council policy and best practice. • To provide expert, professional and technical advice to other Council departments, external organisations, members of the public and businesses. • To help the Council fulfil its’ statutory duties in the full range of Environmental Health functions. • To be part of an Environmental health service that ensures the health, safety and wellbeing of local residents and visitors to Tamworth. • Carrying out interventions that ensure regulatory standards are met within local businesses, neighbourhoods, service industries and leisure facilities. 	<p>Experience</p> <ul style="list-style-type: none"> • Experience of working in an environmental health environment or related discipline. Desirable 5 years post qualification experience. • Experience in carrying out environmental health functions within a local authority setting specifically food and health and safety related responsibilities. • Experience of preparing reports, prosecution files and policies in line with legislative requirements and presenting at meetings and court. <p>Desirable Education and Qualification:</p> <p>Member of The Chartered Institute of Environmental Health Qualification in Management Experience of supervising and developing individuals and teams.</p>
<p>Functional Responsibilities</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none"> • Under the direction of the Head of Environmental Health to have direct line management responsibility for, and to ensure efficient delivery of the functions of, the EH Commercial Service in cooperation and partnership with other local authorities, organisations and statutory bodies. To make recommendations as to the future delivery of this function. • Under the supervision of the Head of Environmental Health to properly and efficiently manage the work of the Environmental Health Officers and Public Health Officers within the EH commercial team and to manage, train, motivate and develop staff to provide an accessible range of services which meets the needs of the community and protects and improves the quality of life and the environment for the benefit of everyone. • To act as the Lead Food Officer for the Authority. • To support the delivery of the Council’s corporate priorities. • To implement the service delivery plan to ensure service priorities relating to the post holders area of responsibility are delivered. <p>Effective delivery of the Commercial EH service:</p>	<p>Knowledge, Skills and Abilities</p> <ul style="list-style-type: none"> • Relevant degree or diploma in Environmental Health or commensurate experience • Chartered Environmental Health Practitioner or registered by the EHRB to practice as an Environmental Health Officer • Experience in service delivery of the full range of EH functions • Experience in undertaking investigations and determining appropriate follow- up actions, including cases leading to instigation of legal proceedings • Experience in dealing with members of the public, particular experience of dealing effectively with high pressure situations • Experience in report writing and presenting at meetings, hearings or in Court • Experience in the use of databases including the inputting of information • Experience of collating information and presenting concise reports and recommendations to the Committee. • An understanding of the strategic and operational role of Tamworth Borough Council in providing a range of environmental health functions • Knowledge of effective people management skills and ability to apply principles to day to day situations. • A thorough knowledge of the legislative requirements and national policy and guidance relating to one or more of the Environmental Health disciplines and knowledge of other disciplines. • A thorough knowledge and experience of legal and magistrates court procedures and preparing evidence for prosecution.

- To carry out the duties required to implement the Council's statutory and discretionary functions and policies in respect of its Environmental Health responsibilities.
- To investigate and resolve service requests from various sources in relation to the full range of Environmental Health responsibilities in accordance with the Services procedures and guidance.
- To make recommendations on the service of statutory notice, institution of legal proceedings and approval of licences and registrations. In particular, following consultation with the Head of Environmental Health being an authorised officer under the provisions of appropriate legislation, to take appropriate action including service of notices, initiation and implementation of legal proceedings and attendance at tribunals / court hearings.
- Liaise as necessary with Council Members, officers of other departments, other Local Authorities, Government Departments, partners and members of the public at all levels preparing reports, records and correspondence as necessary.
- Attend Court to give evidence on behalf of the Council in relation to appeals and/or in respect of prosecutions.
- To attend courts of law, tribunals and public enquiries as an ordinary and expert witness.
- To assist with the review and development of policies and procedures relating to the service.
- Establish and maintain effective database and documentation management systems to ensure effective management of files and correspondence submitted as part of the commercial EH functions and maintaining records for and carry out monitoring to ensure data accuracy.
- Ensure satisfactory administration and other arrangements are established to ensure continuity of service during absence.
- Assist in reviewing and updating the Council's fees and charges in respect of the licensing service.
- To ensure that all necessary data is provided in an accurate, reliable and timely manner, and is fit for purpose in accordance with the Council's Data Protection Policies.
- To research, write and present reports to senior officers, elected members and committees as required.
- To keep accurate records on the Council and 3rd party (e.g. Government) systems
- To assist in the development, maintenance and administration of relevant systems, processes and protocols and to prepare reports and/statistical returns, as requested

- Knowledge of business/service planning, performance and financial management methods
- An awareness of modern ICT systems and the potential for their application within service.
- Able to make regular site visits and inspections away from the office
- Ability to carry out inspections occasionally working at heights and carrying equipment
- Able to work in a variety of indoor and outdoor situations including enclosed spaces and at height
- Able to prepare reports on enforcement matters
- Able to assess risks
- Capable of recognising and dealing with aggressive behaviour in an appropriate manner
- The ability to interpret information and apply relevant legislation
- The ability to analyse situations and recommend solutions within defined parameters
- The ability to assemble and interpret complex data using high level literacy and numeracy skills
- The ability to contribute to the development of strategic documents and plans
- Good report writing and presentation skills.
- The ability to lead and contribute effectively at meetings
- The ability to work under limited direction using initiative, innovation and independent action, equally to be able to work effectively within an organisational team.
- The ability to focus staff on customer service and continuous improvement.
- The ability to act decisively in pressure situations.
- Ability to interact and communicate with people at all levels including well developed negotiating and influencing skills
- Ability to manage, control and schedule budget and resources
- Ability to work under pressure, prioritise workload and meet deadlines
- Ability to manage small team of officers, including delegating work appropriately.
- Ability to work with other managers and demonstrate leadership qualities
- Project management
- Ability to keep accurate records according to agreed systems
- Strong listening skills
- Ability to demonstrate consistent attention to detail.
- Ability to work in partnership with other officers from the Council and external organisations.
- Full driving licence – this post attracts an Essential Car User Allowance

<ul style="list-style-type: none"> • To manage and develop internal and external networks to maximise professional knowledge and understanding to the benefit of the service and organisation. • To provide advice to members, senior officers, other departments, service users and businesses on areas of specialist/professional knowledge in a timely manner and in accordance with service delivery requirements. • To supervise and manage officers within the team and ensure that programmed and reactive work is carried out in accordance with agreed service delivery and customer care standards. • To work across team/service boundaries to support service improvement and the delivery of corporate projects. • To be responsible for procurement of goods and services as necessary to support effective service delivery. • To manage revenue/capital budgets relevant to the post as directed by the Head of Environmental Healths. • Confer with the Head of Environmental Health as appropriate concerning any enforcement action or contentious or potentially sensitive issues. • To maximise opportunities for joint working with partners to improve the efficiency of service delivery processes. • Demonstrate a commitment to personal and professional development, working with managers to identify any gaps in skills, knowledge and expertise and plan for improvement. • Identify and manage risks including the use of the corporate risk management system • Undertake all corporate requirements on health & safety, equal opportunities, data protection, safeguarding, risk management and financial regulations • Represent the council at external meetings as required • Deputise for the Head of Environmental Health as required. 	<ul style="list-style-type: none"> • Able to take part in out of hours working when necessary to meet operational need
<p>Strategy/Policy Development Assist the development of:</p> <ul style="list-style-type: none"> • Food Hygiene Service Policies and Procedures • Health and Safety Service Policies and Procedures • Licensing Policies • Hackney Carriage and Private Hire Licencing Policy • Naming and Numbering • Validation criteria • Gambling Policy • Contaminated Land 	<p>Attributes</p> <ul style="list-style-type: none"> • Personal credibility with a high degree of integrity • Resilient and resourceful in the face of conflict and uncertainty • Commands the confidence of members, staff and partners • Self-reliant, initiator, motivator, finisher

<ul style="list-style-type: none">• Environmental Health Enforcement Strategy Review and manage relevant service contracts and retender	
Additional Duties <ul style="list-style-type: none">• Act as project manager on corporate projects	
Other <ul style="list-style-type: none">• Any other reasonable duties commensurate with the grade and general nature of the post.	

Tuesday, 14 November 2023

Report of the Assistant Director - Growth & Regeneration

Appointment of a temporary Heritage Engagement Officer post

EXEMPT INFORMATION

None.

PURPOSE

This report is to request permission from the Committee to create a temporary Heritage Engagement Coordinator post (up to two years) which will provide the skills and capacity to directly increase opportunities for participation in local arts, cultural and heritage activities, by establishing an activity plan to be delivered by the officer. The plan will create new activity streams linked to traditional skills and crafts designed to engage new and existing audiences, particularly young people, and those at risk of social isolation. Such activities will be linked to the town's social and cultural heritage for example pottery, textiles, blacksmithing and woodwork.

RECOMMENDATIONS

It is recommended that the Committee consider the content of this report and agree to appoint a fixed term Heritage Engagement Coordinator (up to two years).

EXECUTIVE SUMMARY

Tamworth is identified as a Priority Place (Arts Council England) with low cultural engagement but has within its recent history strong links with the clay industry as well as more historical links with traditional crafts such as textiles (Castle Mill) and blacksmithing. Heritage crafts have contemporary relevance through the connection with skills development, conservation, sustainability, and ethical use of natural resources. These activities currently fall outside the scope of our existing cultural and heritage offer but play a vital role in the wellbeing and enjoyment of local communities, bringing people together to collaborate and celebrate the local place. The phenomenal response to a recent community textile project connected with community archaeology is evidence of the public appetite and furthermore the ability of creative activities to cross age boundaries.

The creation of a two year role will enable an activity and engagement plan to be developed, delivered and embedded as a model for future participation; increasing the number of activities and thereby also providing opportunities for individuals and groups to establish themselves as artists, demonstrators and facilitators as well as for local people to take part in more activities which link to the town's social and cultural heritage (eg pottery, textiles, blacksmithing, woodwork).

The new role will also be responsible for developing new, sustainable income streams to secure the legacy of the project and for creating robust partnerships with community groups, arts and education organisations to take forward activity.

An important feature of the role will be to bring together members of the community who already have an interest or skill with young people to provide intergenerational learning and opportunities to reduce social isolation. In 2022 Tamworth Castle conducted a 'familiarisation day' with local potters and artists to explore creative opportunities linked to heritage crafts. The process identified the need for 'grassroots' opportunities in Tamworth as a priority to engage young people with skills that are becoming 'endangered', as well as

the need for local artists to access more spaces to work collaboratively, profile their work and access retail and exhibition space.

Opportunities will be created to support (financially and non-financially) the work of local creative practitioners, education providers and community groups through regular and accessible workshops, exhibitions, demonstrations, co-created installations and mini projects targeting a range of audiences. New and exciting volunteer opportunities will be created.

We expect the project activity to create following outcomes: increased footfall and participation in local activities including the establishment of new and sustainable activity streams. Diversification of income sources to fund future heritage and cultural activities.

Following a Job Evaluation the post was graded a D.

The total cost of delivering the post for 2 years is when appointed at the bottom of the scale is £64k including employer's on-costs. The project funding was secured for a grade E post prior to evaluation and so the budget available exceeds the total post cost.

RESOURCE IMPLICATIONS

The proposed post will be funded entirely by the UK Shared Prosperity Fund.

LEGAL/RISK IMPLICATIONS

The project has already been approved and the money allocated to the Borough Council to deliver the role and subsequent programme of work. If not approved the money is likely to be unspent within the Government timeframe and ultimately the money returned to Government.

SUSTAINABILITY IMPLICATIONS

None.

BACKGROUND INFORMATION

None.

REPORT AUTHOR

Lara Rowe – Castle Museum and Archive Manager

LIST OF BACKGROUND PAPERS

None

APPENDICES

Role profile.

<p>JOB PROFILE –Heritage Engagement Coordinator</p>	<p>Grade D 37 hours 5 days a week</p>
<p>Job Purpose</p> <ul style="list-style-type: none"> Reporting to the Castle Museum and Archive Manager, this is a key post in a small team which is dedicated to the development and promotion of Tamworth’s local arts, cultural and craft sectors. This is a varied role, responsive to the needs of the sector and working with partners to deliver a range of activities, events, workshops and other opportunities for grassroots engagement in traditional skills and crafts typical of the local area. 	<p>Experience</p> <ul style="list-style-type: none"> At least 2 years' experience working in a development or project management role the successful delivery of heritage or arts events and activities <p>Desirable</p> <ul style="list-style-type: none"> Experience in working with the arts or crafts sector.
<p>Functional Responsibilities</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none"> Creation and delivery of a two-year activity plan that will create new activity streams linked to traditional skills and crafts designed to engage new and existing audiences, particularly young people and those at risk of social isolation. Coordinating and collaborating with members of the community who already have an interest or skill, with young people to provide intergenerational learning and creating opportunities to reduce social isolation. Creation of opportunities to support the work of local creative practitioners, education providers and community groups through regular and accessible workshops, exhibitions, demonstrations, co-created installations and mini projects targeting a range of audiences. Creation of new and exciting volunteer opportunities. Responsible for developing new, sustainable income streams to secure the legacy of the project and for creating robust partnerships with community groups, arts and education organisations to take forward activity. Monitoring and effective reporting of projects, funding or contracts. Data collection and evaluation that demonstrates social and economic impact of the arts activity taking place. Working with the wider Castle and Arts and Events teams 	<p>Knowledge, Skills and Abilities</p> <ul style="list-style-type: none"> Excellent communication skills and experience in building relationships and/or collaborations with key stakeholders or partners Good organisational and administrative skills with an eye for detail; proficient in Microsoft Word, Excel, Power Point presentations Ability to collate, interpret and evaluate data that can be used for qualitative and quantitative reporting. Able to demonstrate knowledge and/or experience of equalities and diversity issues. Ability to contribute to fundraising or generation of new income streams <p>Desirable</p> <ul style="list-style-type: none"> Experience of financial information, monitoring and budgets Demonstrate awareness of current trends and developments in the industry/sector and keeping informed through relevant networks. Experience of engaging with people online using social media
<p>Strategy/Policy Development</p> <ul style="list-style-type: none"> Heritage Crafts Activity Plan 	<p>Attributes</p> <ul style="list-style-type: none"> Proactive, composed, enthusiastic, approachable, able to build strong rapport with stakeholders and colleagues.

<p>Other:</p> <ul style="list-style-type: none">• Any other reasonable duties commensurate with the grade and general nature of the post.• Willing to work a flexible schedule including evenings, weekends and bank holidays	

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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