



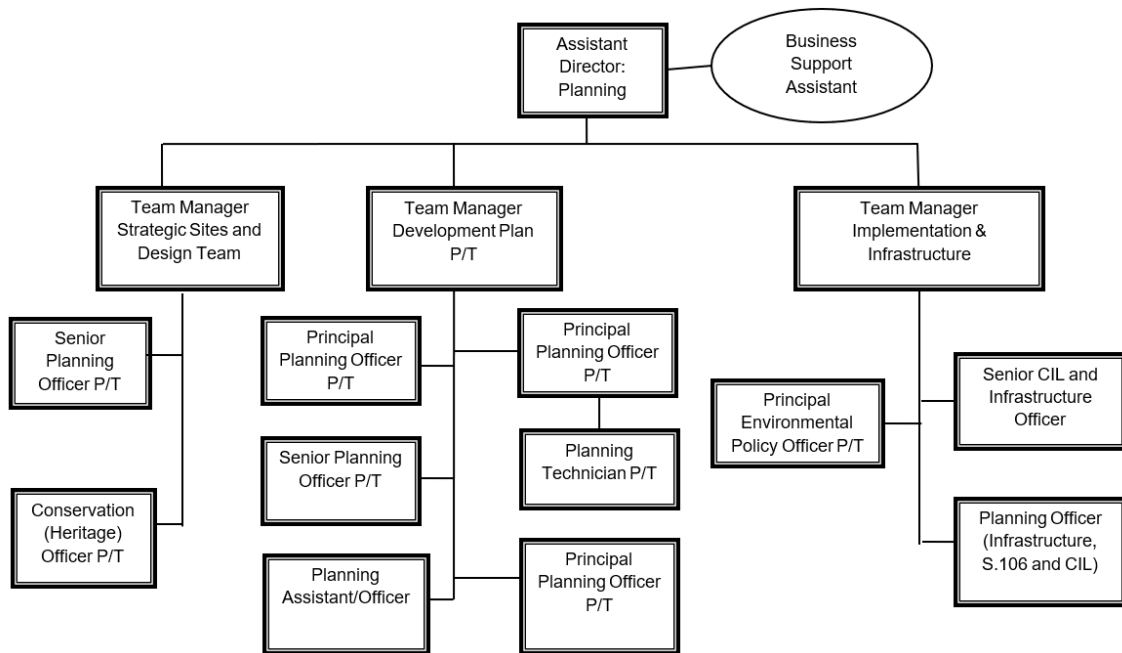
### JOB DESCRIPTION

<b>Job Title:</b>	Conservation Heritage Officer		
<b>Directorate:</b>	Place	<b>Salary:</b>	FTE £41,771 – £47,181 per year plus £729 London Weighting (pro rata for part-time hours)
<b>Section:</b>	Planning	<b>Grade:</b>	BG-F SCP 31 - 36
<b>Location:</b>	Time Square	<b>Work Style:</b>	Flexible
<b>Status:</b>	Permanent, part-time (hours to be negotiated)		

#### Key Objective of the role

To provide specialist advice on all matters in respect of Conservation, Listed Buildings and Heritage Assets for the Planning section in respect of pre-application enquiries and planning applications and in the preparation of policy and guidance.

#### Designation of post and position within departmental structure



The post is in the Strategic Sites and Design Team, within the Planning section of the Place Directorate of the Council. The Planning section is managed by the Assistant Director: Planning, who reports to the Executive Director: Place.

The Planning section contains six teams and deals with development management, planning enforcement and the technical support of these functions. It also deals with planning policy, delivery and implementation.

On appointment the postholder will report to the Strategic Sites and Design Team Manager in the Planning section.

### Daily and monthly responsibilities

- To provide Conservation advice to Development Management in respect of pre-application enquiries and planning applications.
- To provide expert advice on Heritage and Conservation matters to Development Management Officers to assist in their consideration of planning applications and enforcement matters.
- To assist the Council in the exercise of its statutory duties with respect to heritage assets.
- To provide advice on all matters in respect of Conservation, Listed Buildings and Heritage Assets.
- To lead or assist in the preparation of conservation-related planning policy and guidance.
- To prepare and present evidence on Conservation matters subject to planning appeal, including attendance at Hearings and Inquiries.
- To work in partnership with project teams and stakeholders in the delivery of major development proposals.
- To undertake and participate in public consultation events.
- To prepare reports and occasionally attend Planning Committee and public meetings.
- To manage the Local List, including the assessment of local list nominations.
- To advise on the preparation of the Local Plan in relation to heritage matters.
- To lead in the designation of new Conservation Areas.
- To assist in the completion of statutory and government returns.
- To continually review working and engagement practices to ensure that the conservation advice service remains most appropriate, effective and responsive to the needs of the section.

### Scope of role

- The postholder will have a key role in influencing the future physical environment and quality of life in the Borough through the development and delivery of conservation policy and guidance.
- The postholder has no budget or line management responsibilities, although the postholder is required to ensure that the correct fees have been charged as part of the planning application and pre-application processes.
- The postholder is part of a team responsible for the delivery of strategic sites with potential for substantial impact upon the local community, environment and economy.

Commitment to the Council's Equal Opportunities policy at all times.

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times.

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete

statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

## PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Skills and qualifications</b>	<ul style="list-style-type: none"> <li>Degree or equivalent qualification in a relevant heritage conservation discipline, or equivalent experience.</li> </ul>	<ul style="list-style-type: none"> <li>Postgraduate qualification in town planning and/or heritage conservation discipline.</li> <li>Membership of a recognised professional body (IHBC, RIBA, RTPI) or associate membership working towards professional recognition.</li> </ul>
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> <li>Significant experience in providing conservation and historic heritage advice in the UK planning sector.</li> <li>Good knowledge of, and the ability to interpret and apply, planning and conservation legislation and practice.</li> </ul>	<ul style="list-style-type: none"> <li>Project Management experience.</li> <li>Awareness of environmental legislation, planning policy and political issues relevant to the work of the section.</li> <li>Experience of presenting to Council committees, working groups or external bodies.</li> <li>Examination or public inquiry experience.</li> <li>Experience in public consultations.</li> </ul>
<b>Work-related Personal Requirements</b>	<ul style="list-style-type: none"> <li>Report writing experience and the ability to critically analyse information and present findings in a concise and coherent form.</li> <li>Good presentation skills, written and oral.</li> <li>Sound negotiating skills to achieve desired outcomes.</li> <li>Proactive and creative approach to work.</li> <li>Resilience and drive.</li> <li>Ability to work under pressure to deadlines.</li> <li>Attentive to detail</li> <li>Good time management</li> <li>Outgoing and supportive to help create a positive work atmosphere.</li> <li>IT literate</li> </ul>	
<b>Other Work Requirements</b>	<ul style="list-style-type: none"> <li>Carry out site visits.</li> <li>Occasional evening or weekend work.</li> </ul>	<ul style="list-style-type: none"> <li>Current Driving Licence.</li> </ul>

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<b>Role models and demonstrates the Council's values and behaviours</b>	<p>Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.</p> <p>We make our values real by demonstrating them in how we behave every day.</p>
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**All staff should hold a duty and commitment to observing the Council's Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.**

