

JOB DESCRIPTION

JOB TITLE:	Conservation Officer	JE NUMBER: A13521
DIRECTORATE:	Economic Growth	BAND: 9
RESPONSIBLE TO:	Development Management & Conservation Manager	
RESPONSIBLE FOR:	n/a	
MAIN PURPOSE OF POST:	Duties and responsibilities in the Development Management Section as listed below to support the Planning Service in delivering an efficient and quality output. To promote the preservation and enhancement of the built environment in the borough and provide advice on conservation and historic buildings to assist in the provision of an effective planning and development control service and contribution to the work of Development Management generally.	

DUTIES AND RESPONSIBILITIES:

Duties and responsibilities must be undertaken to comply with Council policies/procedures.

1.	To handle and advise on applications and informal proposals for conservation area and listed building consent and other planning applications affecting the historic environment of the borough.
2.	To survey, inspect and monitor the borough's historic environment, review its statutory listings and conservation areas and bring forward and implement proposals for the protection of buildings and areas as appropriate, using a range of statutory and non statutory measures.
3.	To carry out character appraisals and other surveys of the borough's Conservation Areas and draw up proposals for the designation of new Conservation Areas.
4.	To prepare strategies, planning and development briefs, design guides and supplementary planning guidance for borough, in particular in relation to conservation and historic environment matters.
5.	To assist in the preparation, review and monitoring of the development plan framework for the borough, in particular as it affects the conservation of the historic environment of the borough.
6.	To advise agents and owners on works required for the conservation of historic buildings.
7.	To inspect work in progress on historic buildings and advise on alterations and remedial works as appropriate.
8.	To investigate alleged breaches of control in respect of work to listed buildings and in conservation areas and recommend appropriate enforcement action.

9.	To assist in the preparation of enhancement schemes for the borough's Conservation Areas and historic environment and provide conservation advice on streetworks within these areas.
10.	To draw up and submit bids for funding in relation to conservation area enhancement schemes.
11.	To assess and administer grants for historic buildings as part of any enhancement or regeneration scheme for the borough.
12.	To co-ordinate the work of planning officers, staff in other services, external partners and consultants on conservation projects and schemes.
13.	To co-ordinate public consultation exercises on conservation proposals, including meetings, exhibitions, publicity and information.
14.	To prepare and give evidence for planning appeals and at public inquiries, in particular for proposals affecting listed buildings, conservation areas and the historic environment of the borough.
15.	To use Planning ICT systems and databases to update information and ensure appropriate collection of data where required in line with the General Data Protection Act and other relevant legislation.
16.	To give talks and presentations to community groups, local schools, visiting parties and other interests as required.
17.	To provide excellent customer service provision in corresponding and communicating with all those using the Council's services.
18.	To provide any information in relation to Performance Indicators as required.
19.	To attend in service training courses as required.
20.	Any other duties as required which are appropriate to the work of the department and are commensurate with the responsibility level and grade of the post.

GENERAL – To be aware of and implement the following:

Equalities – The council's Equality and Diversity Policy which sets out the council's commitment to advancing equality and social inclusion while celebrating the diversity within our communities.

Code of Conduct – All employees of Chesterfield Borough Council must comply with the Employees' Code of Conduct.

Health & safety – To comply with the Health and Safety at Work etc. Act (1974) and carry out all duties in accordance with the Council's Health and Safety policy.

Staff Development - The Council's Performance & Development Review is an integral part of Chesterfield Borough Council's performance management framework as well as a key employee development procedure. You will be required to undertake any training required for the job role.

Data Protection – All employees must adhere to the requirements of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 in respect of confidentiality and disclosure of data.

Safeguarding Children and Vulnerable Adults - The council has both a moral and legal obligation to ensure a duty of care for children and vulnerable adults across its services. We are committed to ensuring that all children and vulnerable adults are protected and kept safe from harm, and we have a responsibility to safeguard and promote well-being.

Climate Change – The council's commitment to becoming a carbon neutral organisation by 2030 and to support the wider Borough to become carbon neutral by 2050 in line with the Council's Climate Change Strategy.

SPECIAL FEATURES OF POST:

Political Restriction	YES		NO	x
Vetting Checks e.g Disclosure and Barring Service (DBS)	YES		NO	x
Flexible approach to time of work, with ability to work evenings and weekends as required by the needs of the service.	YES		NO	x
You may be required to carry out those duties at your present workplace or at another council venue.	YES	x	NO	

It is the council's intention that this job description is seen as a guide to the main areas and duties for which the job holder is accountable. However, as the work that the council changes the job holder's obligations are also bound to vary and develop, so the job description should be seen as a guide and not as a permanent, definitive and exhaustive statement. This job description is non-contractual.

PERSON SPECIFICATION

JOB TITLE:	Conservation Officer	JE NUMBER:	A13521
DIRECTORATE:	Economic Growth	DATE:	April 2024

KNOWLEDGE / SKILLS / ABILITIES		Assessment Method Application Form, Presentation, Scenario based Exercise, Interview, Qualification / Certificates
Essential		
☐	Knowledge of the Town and Country Planning Acts and related legislation and guidance specifically in relation to conservation and historic buildings.	A/I/Q
☐	Knowledge of the development control process.	A/I
☐	Knowledge of the methods and techniques for the construction, repair and restoration of historic buildings.	A/I/Q
☐	An ability to successfully negotiate schemes with developers.	A/I
☐	To be able to communicate in a professional manner that meets and anticipates the customers requirements and gives a fair and proportionate impression of the Council to the public.	A/I/P
☐	An ability to work in a responsible way using initiative where required by taking ownership of issues and to focus on providing the right solution by exercising judgements such that work outputs are accurate, appropriately communicated and delivered with minimum supervision.	A/I
☐	A willing attitude and ability to work in an organised systematic and methodical manner to deliver on time and to standard within a busy department.	A/I
☐	An ability to embrace new technology to work in a lean, agile way, supporting digital changes with specific reference to use of Microsoft Word, Excel, e-mail and databases for purposes of creating and updating records and correspondence.	A/I/P
☐	An ability to evaluate and communicate effectively orally and in writing, as appropriate, to members of the public and all users of the Development Management service including an ability to deal sensitively with customers where required.	
Desirable		

☐	Knowledge and understanding of Urban Design Skills.	A/I
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☐	Knowledge of Development Plan Process	A/I
☐	Awareness of sources of funding for conservation and heritage initiatives.	A/I
☐	Experience of processing and determining planning applications.	A/I
☐	Experience of local government customer care policies in connection with the delivery of a service.	A/I

EXPERIENCE

Essential

☐	At least 3 years experience of local authority working on historic building and conservation schemes.	A/I
☐	Experience of undertaking character appraisals and preparing design guidance.	A/I
☐	To be able to work as an individual but also as part of a team.	A/I
☐	Experience of working with customers to resolve problems and issues to achieve a required output.	A/I

Desirable

☐	Preparing and giving evidence at public inquiries	A/I
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QUALIFICATIONS

Essential

☐	Degree or Diploma in conservation of historic buildings or equivalent.	A
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Desirable

☐	Planning (RTPI) or Heritage (IHBC) membership	A
☐	Qualification in Urban Design, Planning or Architecture	A

OTHER REQUIREMENTS

Essential

☐	To display the council's values and behaviours when carrying out the job role	A/I
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☐	To perform the job role in accordance with the specified level of the	A/I
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	council's Competency Framework	
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☐	Commitment to self-development, service improvement and organisational effectiveness	A/I
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COMPETENCY FRAMEWORK REQUIREMENT:

Seeing the Big Picture	Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with and supports the council plan and the wider public needs and the national interest. For all staff, it is about focusing your contribution on the activities which will meet the council goals and deliver the greatest value. For leaders, it is about scanning the political context and taking account of wider impacts to develop long term implementation strategies that maximise opportunities to add value to the customer and support economic, sustainable growth.	Interview
Level: 1		
Changing and Improving	People who are effective in this area take initiative, are innovative and seek out opportunities to create effective change. For all staff, it's about learning from what has worked as well as what has not, being open to change and improvement, and working in 'smarter', more focused ways. For leaders, this is about creating and encouraging a culture of innovation and allowing people to consider and take informed decisions. Doing this well means continuously seeking out ways to improve policy implementation and build a leaner, more flexible and responsive council. It also means making use of alternative delivery models including digital and partnership approaches wherever possible.	Interview
Level: 1		
Making Effective Decisions	Effectiveness in this area is about using sound judgement, evidence and knowledge to arrive at accurate, expert and	Interview

Level: 1	professional decisions and advice. For all staff it's being careful and thoughtful about the use and protection of council and public information to ensure it is handled securely and with care. For leaders it's about reaching evidence based strategies, evaluating options, impacts, risks and solutions and creating a security culture around the handling information. They will aim to maximise return while minimising risk and balancing a range of considerations to provide sustainable outcomes.	
Leading & Communicating	At all levels, effectiveness in this area is about showing our pride and passion for public service, communicating	Interview
Level: 1	purpose and direction with clarity, integrity, and enthusiasm. It's about championing difference and external experience and supporting principles of fairness of opportunity for all. For leaders, it is about being visible, establishing a strong direction and persuasive future vision; managing and engaging with people in a straightforward, truthful, and candid way.	
Collaborating and Partnering	People skilled in this area are team players. At all levels, it requires working collaboratively, sharing information appropriately and building supportive, trusting and professional relationships with colleagues and a wide range of people within and outside the council, whilst having the confidence to challenge assumptions. For senior leaders, it's about being approachable, delivering business objectives through creating an inclusive environment, welcoming challenge however uncomfortable.	Interview
Level: 1		
Developing self and others	Effectiveness in this area is having a strong focus on continuous learning for oneself, others and the organisation. For all staff, it's being open to learning, about keeping one's own knowledge and skill set current and evolving. For leaders, it's about investing in the capabilities of our people, to be effective now and in the future as well as giving clear, honest feedback and supporting teams to succeed. It's also about creating a learning and knowledge culture across the organisation to inform future plans and transformational change.	Interview
Level: 1		
Delivering Value for Money	Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of	Interview

Level: 1	public services. For all staff, it means seeking out and implementing solutions which achieve the best mix of quality, and effectiveness for the least outlay. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money. For leaders it's about embedding a culture of value for money within their area/function. They work collaboratively across boundaries to ensure that the council maximises its strategic outcomes within the resources available.	
Managing a Quality Service	Effectiveness in this area is about valuing and modelling professional excellence and expertise to deliver service	Interview
Level: 1	objectives, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality, secure, reliable and efficient service, applying programme, project and risk management approaches to support service delivery. For leaders, it is about creating an environment to deliver operational excellence and creating the most appropriate and cost effective delivery models for public services.	
Delivering at Pace	Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it's about working to agreed goals and activities and dealing with challenges in a responsive and constructive way. For leaders, it is about building a performance culture where staff are given space, authority and support to deliver outcomes. It's also about keeping a firm focus on priorities and addressing performance issues resolutely, fairly, and promptly.	Interview
Level: 1		