

JOB PROFILE

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| Directorate: | Customer Experience |
| Service Area: | Planning and Growth |
| Job Title: | Heritage Officer |
| Grade: | E – PO1 (Career Grade) |
| Post Number: | M527 |
| Base/Location: | Southfields Officer |
| Responsible To: | Team Leader Natural and Built Environment |
| Responsible For: | None |
| Key Relationships/ Liaison with: | Elected members, the public, stakeholders, customers and partners. |

Job Purpose

- To act to conserve and enhance the Borough's heritage, through the implementation and review of the statutory development plan for the Borough, dealing with planning applications for Listed Building Consent and in the provision of guidance to the Council and its customers upon the implications of new legislation, policy guidance and initiatives advanced by other bodies and agencies.
- To deliver an effective and appropriate service to all service users, fairly and without discrimination.

Main Duties and Responsibilities

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| 1. | Prepare planning policies and non-statutory policies, standards and guidelines for heritage protection, design, and conservation matters. |
| 2. | Manage and process applications for Listed Building Consent, including providing recommendations to decision takers and preparing evidence, and appearance as necessary, as an expert witness for the Council at public inquiries, examinations in public and other public hearings. |
| 3. | Provide professional advice to the Local Planning authority on Heritage and Design matters to support pre-application discussions and the decision making process. |
| 4. | Formulate and provide appropriate responses to the plans, policy guidance, consultation documents and circulars prepared by other Borough Council Service areas, the County Council, adjoining local authorities, regional agencies, government departments and other bodies. |
| 5. | Prepare and present reports to the relevant Council Committees on matters relating to heritage and related historic environment matters. |
| 6. | Liaise with the County Council to ensure the effective collection of data for and maintenance of the Historic Environment Record for Charnwood and oversee the |

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| | Service Level Agreement. |
| 7. | Review and update as necessary the Conservation Area Character Areas and management plans. |
| 8. | Liaise with other Council divisions, County Council departments, Town/Parish Councils and other external agencies and authorities on matters affecting heritage and design with attendance as necessary at meetings, presentations and exhibitions. |
| 9. | Undertake surveys to keep under review heritage matters expected to affect the development of the Borough or the planning of its development in accordance with statutory requirements and maintain and update the website with regard to heritage matters. |
| 10. | Assist other Team members to ensure agreed service related and corporate objectives are achieved as necessary. |
| 11. | Assist in the preparation and maintenance of efficient research and information systems necessary to inform the plan making process and to service the information needs of other Council divisions. |
| 12. | Contribute to the continuous improvement in the delivery of customer satisfaction ensuring all work is carried out to meet agreed expectations for customer service and defined performance indicator. |
| 13. | The postholder will be required to undertake such other duties commensurate with the grade, and / or hours of work, as may be reasonably be required. |
| 14. | Responsible for protecting and managing information securely, and reporting breaches or suspected information security breaches, in line with Council policies. |

Special Factors

The post holder will be limited to Grade E until they attain membership of the RTP1 or IHB at which point they move to SO1 and may then progress to SO2 subject to the following criteria being met and evidenced:

- 1) Evidence of knowledge and an ability to make sound judgements and recommendations/decisions on Listed Building planning applications with limited guidance and supervision.
- 2) Evidence that the post holder has sufficient development management experience and knowledge to be able to provide productive, accurate and consistent advice to other Development Management case officers.
- 3) Evidence of an understanding of the way that the Borough's heritage relates to the wider objectives of service delivery and achieving the delivery of the Council's vision and objectives.
- 4) Good overall performance as evidenced through formal performance review processes.

The Postholder may progress from SO2 to PO1 subject to the following criteria being met and evidenced:

- 5) Proven track record of processing and making recommendations on complex heritage matters, including being able to take initiative and use their own judgement to make balanced and clear recommendations based on local and national planning policy and any other material planning considerations.
- 6) Evidence of an ability to take proactive and positive lead and provide support to other team members as appropriate utilising a customer focused approach.

This job description sets out the duties and responsibilities of the job at the time

when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.

In particular, it should be noted that the job is designed primarily to determine Listed Building applications and provide advice to the local planning authority on heritage and design matters. However, the Service is committed to the development of a flexible staff structure equipped with the broad range of skills and abilities required to ensure the attainment and maintenance of high standards of service delivery in all aspects of the Planning and Growth Service. Accordingly, the post may be seconded to assist other functions within the Service subject to overall demands placed upon it.

Charnwood Borough Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Prepared by: Head of Planning and Growth

Date: March 2024

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| | Essential | Desirable |
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| <u>Qualifications</u> | | |
| Degree or Diploma in a relevant discipline (e.g., town planning, architecture, building conservation). | ✓ | |
| Membership of IHBC. | | ✓ |
| <u>Experience</u> | | |
| Significant relevant heritage and design related experience. | ✓ | |
| Practical experience in the protection of heritage. | ✓ | |
| Experience of appeals or other quasi-judicial processes related to conservation matters. | ✓ | |
| Appearance as an expert witness at public inquiry. | | ✓ |
| <u>Skills / Knowledge</u> | | |
| Demonstrate an understanding of major aspects of current legislation and Government advice relevant to the protection enhancement of the historic environment and design. | ✓ | |
| An understanding of building construction applicable to the conservation of historic buildings. | ✓ | |
| Able to write and present clear and concise reports in relation to more complex heritage matters. | ✓ | |
| Understanding of planning policy and the development management process. | | ✓ |
| Able to use database and spreadsheet software. | | ✓ |
| Relevant experience of Microsoft Office. | | ✓ |
| Familiarity with GIS. | | ✓ |

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| The ability to converse at ease with customers and provide advice in understandable spoken English is a requirement of the post. | ✓ | |
| <u>Interpersonal Skills</u> | | |
| Good verbal skills with the confidence and clarity to deal sensitively with delicate situations. | ✓ | |
| Negotiation skills. | ✓ | |
| <u>Other requirements</u> | | |
| Must be able to organise own work programme and contribute effectively to a team effort. | ✓ | |
| Must be willing and able to be flexible and adaptable. | ✓ | |
| Ability to be self-motivated. | ✓ | |
| Able to work under pressure and meet strict targets with minimum supervision. | ✓ | |
| Commitment to the delivery of excellent customer service. | ✓ | |
| An understanding of, and commitment to equal opportunities, and the ability to apply this to all situations. | ✓ | |
| Must be able to perform all the duties and tasks of the job with reasonable adjustments, where appropriate, in accordance with the provisions of the Equality Act 2010. | ✓ | |
| To be able on occasion to work outside normal office hours. | ✓ | |
| To be able to travel throughout the Borough (may be using own transport). | ✓ | |

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