

JOB TITLE: Historic Environment Officer

DEPARTMENT: Development Management

POST NUMBER: 393 and 839

GRADE: 5

ACCOUNTABLE TO: Historic Environment Team Leader

LOCATION: City Offices, Colebrook Street, Winchester
With regular site visits around the Winchester District

POST OBJECTIVE To support the preservation and enhancement of the historic environment of the Winchester District by providing specialist technical advice.

PRIMARY TASKS:

Provide specialist advice on applications relating to the Historic Environment and applications for planning permission affecting designated and non-designated heritage assets including attendance at planning committee meetings.

SPECIFIC TASKS:

Contribute to appeal statements and where appropriate appear as expert witness at hearings and inquiries.

Provide conservation advice in relation to alleged breaches of planning control affecting designated and non-designated heritage assets including appeal statements and statements needed to support legal action and attending court as a Council witness where required.

Assess appropriate buildings for eligibility for listing and a local listing and prepare Building Preservation and Urgent Works Notices where appropriate in discussion with the legal service.

Assist with the formulation of council policies relating to the conservation of the historic built environment.

Contribute to guidance, other publicity material and presentations to promote the further understanding of conservation objectives to a wide range of customers and stakeholders.

Prepare reports for appropriate Member committees and other forums as requested by the Historic Environment Team Leader.

Liaise with representatives of external bodies such as Historic England and Hampshire County Council in undertaking duties of the post and attend meetings with relevant groups and amenity societies as requested by the Historic Environment Team Leader.

Support project work and proactive promotion to engage the public in historic environment issues

Work collaboratively with colleagues across the council to support the delivery of the corporate strategy and annual divisional business plan.

Health and Safety

Every employee while at work has a duty to take reasonable care of their own health and safety and that of other persons who may be affected by his/her acts or omissions at work - Health and Safety at Work Act 1974.

Equality

Winchester City Council bases its employment practices on the concept of equal opportunity. As an equal opportunity employer, the Council opposes all forms of discrimination or unfair treatment on the grounds of gender, marital status, race, colour, nationality, national origin, ethnic origin, religious belief, sexual orientation, disability or age. No employee or job applicant will be disadvantaged by any condition or requirement which cannot be shown to be justifiable.

Safeguarding

Winchester City Council has a responsibility to safeguard and promote the welfare of children and vulnerable adults. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

Signed.....

Dated.....



JOB TITLE Historic Environment Officer **POST NUMBER:** 393 and 839
SERVICE: Built Environment **DATE:** January 2026

Requirements		Weighting	Assessment Method
Skills	Communication (verbal and written), including use of plain English	3	A/I
	Presentation skills	2	I/T
	IT proficiency– MS Office, GIS, Idox Uniform	2	A/I
	Numerical	2	A/I
	Drawing and design skills	1	A/I
	Negotiation	3	A/I
	Full driving license	3	Q
Experience	Comprehensive experience of conserving the historic environment	2	A/I
	Advising local planning authority on historic environment applications	3	A
	Project management	1	A/I
	Detailed knowledge of architectural history and vernacular buildings	3	A/I
	Sound knowledge and experience of historic building repair techniques, conservation and design principles	3	A/I/T
	Knowledge of relevant legislation and procedures	3	A/I
Personal Qualities	Diplomatic / tactful	3	I/R
	Positive “can do” attitude	3	I
	Organised (able to manage a busy workload)	3	I/R
	Flexible	3	I/R
	Motivated	3	I/A/R
	Able to work positively under pressure	3	I/A/R
	Able to work on own initiative	3	I/A/R
Specific Job Requirements	Site visits are a routine part of the job – must be willing / able to:		
	a) travel around the district in own car	3	A/I
	b) undertake site visits and building inspections including climbing ladders and negotiating scaffolding, working at heights	3	A/I
Qualifications	Degree or post graduate qualification or equivalent in historic building / urban design/conservation/planning	3	A/Q
	Other relevant degree or post graduate qualification e.g. planning, architecture, urban design, surveying, architectural history	1	A/Q
	Membership of IHBC	1	A/Q
	Membership of RTPI, RIBA or RICS	1	A/Q

Weighting

3 – Essential for the successful performance of the job

2 – Desirable but can be achieved through on the job training or experience

1 – Useful but not essential for successful performance of the job

Assessment

Application Form

A

Interview

I

Tests

T

References

R

Presentation

P

Evidence of Qualifications

Q