



Job Description

Job title	Conservation Officer	Hours	37 hours <i>Flexible working options are available, including job share</i>
Department	Planning Policy	Salary	SK11 (currently £35,586 per annum)
Location	Currently homeworking with potential for future mix of home and office-based working	Contract	Permanent

Main Job Purpose

The Planning service encompasses a number of different business areas which support and manage economic growth, carry out local and neighbourhood strategic planning and manage development and conservation within the District.

To assist the Principal Conservation Officer in the delivery of the Council's strategic approach to the preservation and management of heritage assets across the District.

To influence the development of Council policy to ensure that heritage matters are sufficiently reflected.
To provide specialist advice on Listed Buildings, Conservation Areas and Scheduled Ancient Monuments when required; including advising Development Management staff on planning applications with heritage implications.

This role is politically restricted.

Main Statement of Responsibilities

To assist in the programme of producing and reviewing Conservation Area Appraisals and Management Plans for the 47 Conservation Areas within the District.

Advise the Council on the designation of any further conservation areas, including the production of character appraisals and proposals for preservation or enhancement.

To input on the development of new policies in Local Development Framework documents.

To input into the production of other Council strategies to ensure that heritage issues are reflected, and advise on the implications of proposals from other statutory and non-statutory bodies which might affect the historic interest of the district.

Manage and supervise the work of external service providers engaged by the Council to undertake conservation related work and projects, as required.

Maintain and update a record of listed buildings considered to be at risk, and promote and encourage their repair and re-use where possible.

Advise the Council on the need for and desirability of pursuing action to ensure the preservation of such buildings



Where appropriate, investigate and promote sources of external funding for schemes involving the preservation or enhancement of the historic environment.

To advise Development Management staff on Planning Application or other applications involving listed buildings, conservation areas and scheduled ancient monuments.

Provide specialist advice in respect of proposals to carry out alterations to listed buildings, and, where necessary, undertake negotiations with applicants to achieve an acceptable outcome.

Initiate and pursue enforcement proceedings in respect of unauthorised works to listed buildings.

Provide specialist advice to the public on a day-to-day basis in respect of enquiries relating to listed building and conservation matters.

To carry out any other works as deemed necessary to fulfil the functions of this post, and any other works requested by the Principal Conservation Officer and or Planning Policy Manager.

Core values

Our vision is to “be the best district in which to live, work, and visit.” To achieve this promise, we are building an organisation with a strong internal culture. Our values determine how we behave and deliver services to our residents and businesses and how we interact with each other, and we believe that our values are just as important as skills.

They focus attention on seven areas:

- **Accountability**, which means ensuring that everyone at every level is responsible of what they do and takes ownership for their actions and decisions.
- **Flexibility**, which means working in different ways, at different times and in different places to meet the needs of our residents and businesses.
- **Agility**, which means working together to get the job done, using our skills to get the best outcome for our residents and businesses.
- **Equity**, which means ensuring that we treat each other with respect, irrespective of rank, position, or status. This echoes our commitment to provide consistently good services to both our internal and external customers.
- **Networking**, which means that as a council we recognise that ours is not the only voice or opinion. We embrace the views of others and use formal and informal networks to improve performance and ensure the solutions we deliver meet the needs of our customers.
- **Always learning**, means sharing knowledge, skills, and expertise to enable the council to go from strength to strength and learn from everything we do.
- **Talent**, means harnessing the incredible ability that is within the council and valuing the contribution that everyone can make.

Flexibility

Some flexibility in the working hours will be required from time to time. This job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to duties which may have to be varied (after discussion with the post holder) subject to the changing needs of the organisation.



Person Specification

Relevant Experience, Skills and Knowledge

Essential

- Manage time effectively and deliver against agreed objectives.
- A customer orientated approach to solving issues.
- Effective and high-level negotiation and persuasion skills.
- Research and analysis of data and records.
- Experience in a wide range of IT programmes including GIS information.
- Experience of producing, and implementation of, Conservation Area Appraisals/Management Plans

Desirable

- Evidence of Continuous Professional Development.

Relevant Qualifications

Desirable

- Degree or Diploma in Town and Country Planning, Building Conservation, Archaeology, Architecture or closely related disciplines.
- Membership of relevant professional body such as the IHBC or the RTPI

Communication and Interpersonal Skills

Essential

- Communicate clearly using straightforward language with a range of stakeholders.
- High degree of probity and integrity that engages the confidence, trust and respect of others.
- Willing to work actively and constructively with other functions, partners, stakeholders and the community.
- Able to cope with demanding workloads, prioritising work to meet deadlines, maintaining the ability to be effective under changing conditions
- Willing to work out of normal office hours on occasions