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| **Job Title** | Conservation and Heritage Officer | |
| **Department** | Growth Lancashire Ltd | |
| 1. **PURPOSE OF THE JOB** | | |
| To support the company’s lead for Specialist Services and Business Development in  delivering an effective Conservation and Heritage Service, with due regard to appropriate  Legislation and guidance. | | |
| 1. **MAIN AREAS OF RESPONSIBILITY** | | |
| 1. Provide conservation advice where there is an impact or potential impact on a Heritage asset or designation, and offer appropriate solutions. To include advice concerning additions/deletions to the Statutory List of Buildings of Special Architectural or Historic Interest; and investigations of unauthorised works to listed buildings and works in conservation areas. 2. Advise on enhancement schemes relating to the historic built environment, including grant funded projects or those developed through partnership working with external organisations. 3. Provide advice/service on planning policy and matters relating to the historic built environment to Local Authority elected members, officers, colleagues, partners and stakeholders. This may include contributing to the preparation of Local Plans and other planning policy documents and policies, including sustainability appraisals, conservation appraisals and any appeals. Activity will also include matters relating to the determination of applications and on the enforcement of planning control, and where relevant advising on heritage matters relating to Council owned assets. 4. To provide advice and guidance on all current legislation and central government advice affecting the protection of the historic environment. 5. Review existing conservation areas, including the review and update of appraisals and management plans. 6. Develop and/or contribute to consultations on planning and Listed Building Consent applications affecting historic buildings as well as monuments and buildings within conservation areas. 7. Co-ordinate incoming requests from Local Authorities or private clients and allocate work to team members to ensure that customer requirements are met. 8. Preparation of promotional and publicity material as a means of explaining conservation matters to the general public, members and officers. 9. To prepare reports and attend Committees, working groups, Inquiries, site meetings and other meetings where appropriate. | |
| 1. **KNOWLEDGE, SKILLS & ABILITIES**   *include specific ESSENTIAL qualifications needed.* | |
| 1. It is essential for the post holder to have a degree or equivalent in one of the following areas: town planning, architecture, historic building conservation or urban design. Where unable to meet this qualification requirement, the post holder will be required to demonstrate a wealth of relevant professional experience which allows them to fulfil the main areas of responsibility listed above. 2. It would be desirable for the post holder to hold Membership of the Institute of Historic Building Conservation and of the Royal Town Planning Institute or the Royal Institute of British Architects. 3. Extensive experience (including voluntary) is essential and it would be desirable for this to include experience of working in local government and development control. 4. An understanding of how heritage led regeneration contributes to the Growth Agenda, and a commitment to encourage conservation and high design standards. 5. Excellent urban design skills. 6. Excellent organisational skills. 7. Knowledge of the following, and an ability to use this knowledge to be able to negotiate, demonstrate and communicate ideas effectively with professionals and non-specialists by verbal, written and graphical means:  * architectural history, design, construction and landscape; * historic building design and construction * legislative and policy framework relating to the conservation of the historic environment * technical skills for the repair and maintenance of historic buildings  1. Computer literate and able to produce clear and concise reports, whilst planning and working with minimum supervision 2. Demonstrable evidence of relevant CPD 3. Abiding by and promoting the core values of the company at all times. | |

"This key requirements document forms part of the contract of employment of the person appointed to this post.  It reflects the position at the present time only and may be changed at management’s discretion in the future."

"As a general term of employment, the Council may affect any necessary change in job content, or may require the post holder to undertake other duties, at any location in the Council’s service, provided that such changes are appropriate to the employee’s remuneration and status"

"As a term of your contract of employment, the Council reserves the right to vary your hours of work and require you to work outside the range of your 'typical working arrangements' specified in your Statement of Particulars.  This will also include weekend working.  The Council reserves the right at its discretion to effect this condition of your employment. Should this be necessary you will be given reasonable notice of any proposed changes.