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| **Job Title**  | Heritage and Conservation Assistant |
| **Company** | Growth Lancashire Ltd |
| **Salary** | £20,344 - £22,911 |
| 1. **PURPOSE OF THE JOB**
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| The post holder will support the company’s Lead for Heritage and Conservation Services in helping to deliver effective and professional heritage/conservation services to both the public, private andvoluntary sectors across the region. |
| 1. **MAIN AREAS OF RESPONSIBILITY**
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| The post holder will be given the supervision and development opportunities to assist the company’s Lead for Heritage and Conservation Services in providing:1. High quality and professional conservation/heritage advice to our partner Local Authorities, private sector clients, stakeholders and external organisations.
2. Relevant conservation/heritage advice relating to development proposals affecting heritage assets and where necessary investigate matters relating to unauthorised works.
3. Assistance in Planning Enforcement matters and provide support/evidence at Planning/Listed Building Appeals.
4. Support on the preparation of bids for external contracts, public sector initiatives and or grant funding relating to the historic built environment, including partnership projects delivered through working with external organisations.
5. Advice to partner organisations and stakeholders on legislation and planning policy matters relating to the historic built environment. This may include contributing to the preparation of Local Plans and other planning documents, including feasibility studies and sustainability appraisals, Conservation Area appraisals and supplementary planning documents.
6. Assistance in the preparation of promotional and publicity material as a means of providing a better understanding of conservation/heritage matters.
7. Other project work relating to conservation/heritage work as may be directed by the Lead for Heritage and Conservation Services.
8. Support to deliver improvements to the service we provide to our clients.
9. The preparation of reports to both public and private sector clients and attend meetings (including site meetings) and working groups where appropriate.
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| 1. **KNOWLEDGE, SKILLS & ABILITIES**

 *include specific ESSENTIAL qualifications needed.* |
| 1. It is **essential** for the post holder to have a relevant degree (or equivalent) in at least one of the following areas: Historic Building Conservation, Town and Country Planning or Architecture.
2. It would be **desirable** for the post holder to hold full membership or be working to obtain membership of at least one of the following - Institute of Historic Building Conservation (IHBC), Royal Town Planning Institute (RTPI) or the Royal Institute of British Architects (RIBA).
3. Be able to demonstrate knowledge and experience of current legislation and best practice relating to the conservation of our built environment.
4. Knowledge and experience of the planning system including development management procedures and how this impacts upon the historic environment.
5. An understanding of how heritage led regeneration contributes to the Growth Agenda, and show a commitment to encourage the conservation of our heritage.
6. An ability to be able to negotiate and communicate the issues/problems/solutions effectively with differing audiences in a variety of different ways.
7. Be computer literate and be able to produce clear and concise written reports.
8. Ability to manage a varied workload and work with minimum supervision.
9. Demonstrate a commitment to providing a customer focused service and to abide by and promote the core values of the company at all times.
10. It will be essential for the post holder to have the means of travelling to meetings, site visits etc across the region.
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Notes:

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 employer may affect any necessary change in job content, or may require the post holder to undertake other duties, at any location in the employer’s service, provided that such changes are appropriate to the employee’s remuneration and status.

As a term of your contract of employment, the employer 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 employer 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.

Growth Lancashire’s employing body (or “host authority”) is Blackburn with Darwen Borough Council. The company’s offices are located at The Globe Centre, Accrington.

**About Growth Lancashire**

Growth Lancashire is a business support and economic development company. We are a private company limited by guarantee, owned by several Lancashire local authorities.

Our role is diverse and focuses on supporting businesses to grow, caring for and developing Lancashire’s heritage assets, securing and delivering external funding, and promoting Lancashire and encouraging investment.

We provide delivery capacity and expertise for Local Authorities and other stakeholders, including private clients.

Our private sector-led Board comprises local business leaders and elected members from our local councils. They recognise that by working together and pooling resources and expertise, we can deliver projects across Council boundaries to achieve faster results, value for money and attract greater levels of private sector investment.

Our mission is to contribute towards growing productivity, prosperity and places across the County. We are a delivery partner for Lancashire’s Business Growth Hub, Boost, and proud to be associated with the Northern Powerhouse Partners Programme.

We recently celebrated 15 years as a public-private partnership. Overall, our vision is for Lancashire to maximise its potential, capitalising on its economic strengths and its built and natural environment.