

Key Requirements

Job Title	Heritage and Conservation Assistant
Company	Growth Lancashire Ltd
1. PURPOSE OF THE JOB	
The post holder will support the company's Lead for Specialist services in helping to deliver effective and professional heritage/conservation services to both the public, private and voluntary sectors across the region.	
2. MAIN AREAS OF RESPONSIBILITY	
<p>The post holder will be given the supervision and development opportunities to assist the company in providing:</p> <ol style="list-style-type: none"> 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. To assist in project work for Local Authority partners as directed by the Lead for Specialist Services. 6. Assist in the preparation of Heritage Statements, Heritage Impact Assessments and Conservation Management Plans. 7. To provide 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. 8. Assist in the preparation of promotional and publicity and training material as a means of providing a better understanding of conservation/heritage matters within the region. 9. Support to deliver improvements to the service we provide to our clients. 10. The preparation of reports to both public and private sector clients and attend meetings (including site meetings) and working groups where appropriate. 	
3. KNOWLEDGE, SKILLS & ABILITIES <i>include specific ESSENTIAL qualifications needed.</i>	
<ol style="list-style-type: none"> 1. It is essential for the post holder to have (or working towards completing) a relevant degree and/or post graduate degree (or equivalent) in Heritage or Building Conservation, Town and Country Planning or Architecture. 2. It would be desirable for the post holder to either hold 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. 	

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4. Have some knowledge and experience of the planning system including development management procedures and understand how this impacts upon the historic environment.
5. Show experience of having been involved in project work (ideally relating to the historic environment) involving working with other people/agencies.
6. The ability to show an understanding of architectural history and design, traditional building conservation techniques and the use of authentic building repairs.
7. An understanding of how heritage led regeneration contributes to the Growth Agenda, and show a commitment through their knowledge/experience of the importance to sustain heritage.
8. An ability to be able to negotiate and communicate the issues/problems/solutions effectively, with differing audiences, in a variety of different ways.
9. Be computer literate and be able to produce clear and concise written reports.
10. Ability to manage a varied workload and work with minimum supervision with timescales.
11. Demonstrate a commitment to providing a customer focused service and to abide by and promote the core values of the company at all times.
12. It will be essential for the post holder to have the means of travelling to meetings and to undertake site visits etc. throughout Lancashire and across the North West region.

Additional 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 may also include some 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.