

## **About Growth Lancashire**

Growth Lancashire is a vehicle for partnership working. We are a private company which is owned by several Lancashire local authorities and we operate across the County.

Our role is diverse and focuses on supporting businesses to grow and simplifying support; caring for and developing Lancashire's heritage and environmental assets; and securing and delivering external funding. We also have a shared interest in promoting Lancashire and encouraging investment.

We provide delivery capacity and expertise for Local Authorities, along with a range of 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 sharing resources and expertise, we can deliver activity across Council boundaries which achieves faster results, provides value for money and achieves greater levels of coordination.

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. Overall, our vision is for Lancashire to maximise its potential, capitalising on its economic strengths and its built and natural environment.

Note: the company's employing body (or "host authority") is Blackburn with Darwen Borough Council.

## **About the role – Heritage and Conservation Assistant (12 month Fixed Term Contract)**

Working across the public, private and voluntary sectors, Growth Lancashire has a growing reputation for specialising in and delivering heritage and conservation activities.

We are appointed partner for a growing number of Local Authorities to provide advice on development proposals (planning applications, listed building applications) affecting heritage assets, and work with Councils regarding other heritage matters, such as undertaking conservation area reviews and appraisals. We have recently been successful in bidding for work to provide the review of six conservation areas for a Lancashire authority.

In addition, we continue to see a growth in the demand for our services from the private sector, including providing development advice and the preparation of Heritage Statements and Heritage Impact Assessments.

In response, we are seeking to appoint and develop an additional Heritage and Conservation Assistant (12 month FTC) who will work closely with both the company's lead for specialist services and primarily provide project support to other members of the heritage team in helping us to deliver the conservation area review work.

The post holder will also be involved in all aspects of heritage work and will help contribute to providing an effective and professional service to our wide range of stakeholders.

To deliver this important project we would expect the applicant to have an understanding of heritage within a planning context and be working towards or have completed a degree (or equivalent) and/or post graduate qualification in Heritage or Building Conservation or Town and Country Planning or Architecture.

For an informal discussion about the role, please contact Ian Bond, Lead for Specialist services at Growth Lancashire – mobile number: 07811 807763.

Interested applicants are asked to submit a CV and a covering letter to [ian.bond@growthlancashire.co.uk](mailto:ian.bond@growthlancashire.co.uk) detailing how they meet the knowledge/skill/ability requirements set out in section 3 of the Job Description.

Closing date: 17:00 Friday 26 May 2023

<b>Job Title</b>	Heritage and Conservation Assistant
<b>Company</b>	Growth Lancashire Ltd
<b>Salary</b>	£23,194 - £25,878 (12 month FTC)
<b>1. PURPOSE OF THE JOB</b>	
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. The focus of the role is to help the project lead on the delivery of the review of conservation areas for a Lancashire local authority.	
<b>2. MAIN AREAS OF RESPONSIBILITY</b>	
<p>The post holder will be given the supervision and support to assist the company in providing:</p> <ol style="list-style-type: none"> <li>1. High quality and professional conservation/heritage advice to our partner Local Authorities, private sector clients, stakeholders and external organisations.</li> <li>2. To assist in project work for Local Authority partners as directed by the Lead for Specialist Services. The key responsibility of the role is to help deliver the conservation area review project and to help the Project Lead Officer meet the Local Authority targets and outputs set within the timetable.</li> <li>3. To provide relevant conservation/heritage advice relating to development proposals affecting heritage assets and where necessary investigate matters relating to unauthorised works.</li> <li>4. Assist in any Planning Enforcement matters and provide support in gathering evidence.</li> <li>5. 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.</li> <li>6. Assist in the preparation of Heritage Statements and Heritage Impact Assessments for private stakeholders.</li> <li>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.</li> </ol>	

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

1. It is **essential** for the post holder to have (or be 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 understanding of current legislation and best practice relating to the conservation of our built environment (**essential**).
4. To have some knowledge and experience of the planning system including development management procedures and how this impacts upon the historic environment (**essential**).
5. Show experience of having been involved in project work - ideally relating to the historic environment.
6. The ability to show an understanding of architectural history and design, traditional building techniques and the use of authentic building repairs.
7. An understanding of how matters relating to Place and 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.
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. The post requires the post-holder to attend meetings and site visits across the region. The post holder will be required to have access to a suitable means of transport (**essential**).

#### **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 manager'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 evening and 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.