

# Hart job description and person specification

## Job Description

### **Job title**

Conservation Officer

### **Department**

Place

### **Grade**

Grade H

### **Salary**

£39,173 to £42,336

### **Manager**

Team Leader

### **Job summary**

To be the Council's principal source of technical and professional advice on built heritage in accordance with the relevant statutory provisions of the Town and Country Planning Acts.

To promote the conservation of the built heritage by providing general and specific advice and guidance, both proactively and as required, within the Council and to the general public.

### **Main Responsibilities and Activities**

1. Provide expert advice, reports and recommendations on heritage issues in local development and produce publications and guidance to promote best practice, and to inform and support the Council's statutory Local Development Framework
2. Responsibility for maintenance of statutory and non-statutory records and registers relating to Listed Buildings, Conservation Areas and other heritage

features

3. Represent the Council professionally in communications with partner organisations
4. Maintain and disseminate a high standard of technical awareness within the Regulatory Services Department of current legislation, policy and good practice guidance.
5. Maintain professional and technical awareness and disseminate to colleagues relevant legislation, policy, Best Practice and current initiatives on heritage and conservation issues.
6. Provide primary source of expertise and advice on architectural heritage matters, statutorily listed buildings and designated conservation areas.
7. Provide advice on architectural, contextual and urban design issues in conjunction with other members of the Place service.
8. Produce reports and recommendations on planning applications affecting the historic environment.
9. Represent the Council as an expert witness at planning appeals
10. Carry out surveys and make recommendations for designation and review of conservation areas
11. Manage preparation and review of conservation area proposals and character statements or other similar Supplementary Planning Documents, including statutory consultation procedures and responses
12. Manage statutory and non-statutory records (paper and electronic) of heritage buildings, conservation areas, parks and gardens, monuments and other associated features within the District and publish for internal and public use on paper and internet.
13. Produce guidance and advisory documents for the public for both paper and internet publication, including development of Conservation web pages.
14. Draft and comment on policies relevant to heritage issues within the Council's Local Development Framework.
15. Represent the Council at external meetings and liaise with professional, community and public groups or audiences.
16. Attend relevant events and meetings as required, including some outside normal office hours and / or at external venues.
17. Liaise with external consultants and contractors as necessary.
18. Provide a high-quality service for our residents, staff, managers, and external partners.
19. Make customers feel warm, welcome, wanted, and cared for when they are interacting with you.
20. Promote the **HART Values** by:
  - Being **helpful**
  - Being **approachable**
  - Being **responsive**

- **Taking ownership** of challenges and problems to ensure they are dealt with appropriately.

### **Standard Clauses**

- To work in an internal and external customer related way in accordance with the Council's core HART values, and in accordance with adopted procedures and good practice.
- To assist in/manage the identification, development and implementation of Manual and Information Technology systems and procedures.
- To comply with the Council's Equal Opportunities policy, Code of Conduct and other relevant policy, procedures, and legislation.
- To comply with and/or ensure compliance with the Council Data Protection Policies and the Data Protection Act and other relevant legislation.
- All employees have a responsibility to ensure they take a vigilant approach at all times to safeguard members of the public, colleagues, and themselves and that they follow adopted procedures and good practice to aid in the identification and effective reporting of any safeguarding concerns.
- In the event of a Civil Emergency to take on any new roles and responsibilities allocated by Leadership Team, and to be available to undertake any training that maybe required to fulfil this role.

Hart District Council's Safety Policy and other safety procedures and guidelines are deemed part of this job description. Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must cooperate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

**This is not a complete list of all the responsibilities and activities of the job. Some responsibilities and activities may change to meet service needs. These changes will be discussed with the post holder and will not significantly affect the nature or level of responsibility or job grade.**

# Person specification

## Job title

Conservation Officer

## The HART Values

We aim to recruit candidates who are committed to our core values. We want customers to feel warm, welcome, wanted and cared for when interacting with Hart District Council.

To achieve this, all staff should promote the **HART Values** by:

- Being **Helpful**
- Being **Approachable**
- Being **Responsive**
- **Taking ownership** of challenges and problems to ensure they are dealt with appropriately.

The following table sets out the essential and desirable attributes we are seeking for this role.

Attributes	Essential	Desirable	Evidence
Education and qualifications	Relevant degree  Recognised qualification in architecture, planning, building, surveying, field archaeology or other relevant field  Eligibility for membership of IHBC		Application form and certificates where relevant.
Experience and knowledge	Minimum 3 years experience in conservation, planning architecture, surveying, or other relevant field  High level of knowledge of traditional and modern		Application form, interview and references for all.

	<p>construction techniques and materials</p> <p>Good understanding of architectural history in southern England</p> <p>Awareness of environmental and sustainability issues</p> <p>Awareness of building costs</p> <p>Good standard of IS/IT literacy</p> <p>Good understanding of planning system.</p> <p>Awareness of Health and Safety issues and requirements in construction industry</p> <p>Awareness of Building Regulations and CDM Regulations</p>		
<p>Skills and abilities</p>	<p>High standard of verbal communication skills</p> <p>Ability to physically investigate buildings of all types and in differing states of repair</p>	<p>Good standard of graphic communication skills</p> <p>Project management skills</p> <p>Well developed design skills, including analysis, initiative and problem-solving</p> <p>Well-developed interpersonal and negotiation skills</p> <p>Good organizational and administration skills</p>	<p>Application form, interview, test and references for all.</p>

<p>Personal qualities</p>	<p>Strong customer focus Flexible approach to working</p> <p>Good team worker</p> <p>Assertiveness</p> <p>High level of motivation and enthusiasm for post's objectives</p> <p>Commitment to professional development and performance</p> <p>Ability to manage and prioritise varied and heavy workload</p>		<p>Interview and references for all.</p>
<p>Other working requirements</p>	<p>Ability and willingness to undertake site visits in all weather conditions in varied locations, including access to derelict buildings and high level access from ladders or scaffold</p> <p>Full car driving licence</p>		<p>Interview and references</p> <p>Documentation.</p>

**Signatures:**

Job-holder .....

Manager .....