

Hart job description and person specification

Job Description

Job title

Assistant Conservation Officer

Department

Corporate Services

Grade

Grade G (SCP26-SCP29)

Salary

£36,962.11 to £39,519.41

Manager

Development Management Team Leader

Job summary

To provide reliable and proactive heritage advice for a variety of projects. The post-holder will assist in maximising the potential of the heritage of the District to support sustainable development now and for future generations.

To support the Conservation Officer in the delivery of the Council's statutory obligations in respect of Listed Buildings and Conservation Areas, together with other heritage assets. The post-holder will follow best practice and provide high standards of customer service and securing positive outcomes wherever possible in order to preserve and enhance our historic environment.

To provide specialist advice to development management colleagues in regard to applications for works affecting Listed Buildings or Conservation Areas. This may include processing pre-applications, applications and appeals. The post may involve input into Conservation Area Appraisal work ~~undertaken by the Planning Policy team.~~

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. To support the Conservation Officer in assisting the Planning Manager and Head of Place Services in the day-to-day handling of all aspects of heritage and conservation.
2. To give specialist advice on Listed Building Consent applications, planning applications affecting listed buildings and proposals affecting Conservation Areas by undertaking the necessary site inspections, consultations and correspondence, preparing reports, and draft decision notices, to process associated appeals in order to ensure the effective implementation of legislative controls on the historic environment and negotiating with applicants within timescales set by central government.
3. To assess submissions relating to the discharge of conditions and advise Development Management Officers on acceptability or process these directly.
4. To prepare relevant heritage sections for statements for appeals conducted by written representations as may be required.
5. To give specialist pre-application advice to external customers with regard to Listed Building Consent and Conservation Area proposals.
6. To advise developers and other prospective applicants of relevant heritage policies contained within the Development Plan and other Council Policies through the pre-application process to advise on acceptability of proposals prior to submission of planning and other related applications including for householder and other applications including through the duty planner service.
7. Where expedient, identify heritage breaches to the enforcement team and to prepare contravention reports for enforcement to secure compliance with conditions.
8. To liaise with the Council's policy section on heritage matters and policy formulation as required.
9. To liaise with Members of the Council on applications where appropriate.
10. To maintain knowledge of relevant legislation, case law and appeals and share information with other team members.
11. Provide a high-quality service for our residents, staff, managers, and external partners.
12. Make customers feel warm, welcome, wanted, and cared for when they are interacting with you.
13. 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 or recognised qualification in architecture, planning, building, surveying, field archaeology or other relevant field.	Working towards membership of IHBC Other relevant specialist qualification	Application form and certificates where relevant.
Experience and knowledge	Some knowledge of the English planning system relating to heritage and conservation. Knowledge of traditional and modern construction techniques and materials. Good standard of IS/IT literacy.	Minimum 1 years experience in conservation, planning architecture, surveying, or other relevant field Understanding of and an interest in architectural history in southern England	Application form, interview and references for all.

	Committed to providing high-quality customer service.		
Skills and abilities	High standard of oral and written communication skills. Excellent inter-personal skills with the ability to listen, explain, negotiate and / or persuade people to come to an appropriate result and deal effectively with difficult situations. Ability to plan and prioritise workload and to ensure that tasks are completed on time. Computer literate and proficient in Microsoft Office software. Ability to make customers feel warm, wanted, welcome and cared for. Ability to take ownership of tasks, challenges, and problems to achieve an appropriate outcome.		Application form, interview, test and references for all.
Personal qualities	Strong customer focus Flexible approach to working. Someone with a positive approach who is willing to be proactive in finding solutions. Good team worker, but also able to work independently.		Application, Interview and references for all.

	Commitment to professional and personal development. Ability to manage own time. Commitment to delivering the best possible services for residents, and internal and external customers.		
Other working requirements	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. Full car driving licence.	Ability to attend meetings out of hours when required (such as Planning Committee)	Application, Interview and references for all.

Signatures:

Job-holder

Manager