



## Job Description

Service:	Development Management (Planning)
Job title:	Conservation Officer
Grade:	G
Hours of work:	37 Hours a week
Responsible to:	Conservation & Environment Team Leader
Direct reports:	0
Indirect reports:	0

### Purpose of Post:


To provide specialist technical advice regarding heritage issues affecting the whole District. Working as part of a busy team the post holder will be primarily providing appropriate specialist inputs into the assessment of proposals and works, which may affect Listed Buildings and Conservation Areas, in order to ensure the correct repair and maintenance of such buildings and working upon preparing appropriate heritage policy responses.

### **Main Duties and Responsibilities:**

1. To provide specialist technical advice to the public, community trusts developers, agents, members, other departments of the Council, and other persons and bodies as appropriate, in connection with heritage issues in writing, by telephone or in person.
2. To provide specialist technical advice relating to historic buildings, conservation areas and other applicable conservation and design matters in relation to planning applications and all other development consents.
3. Preparing and presenting specialist evidence in response to appeals and other applicable challenges against the decisions of the Planning Authority.
4. Providing specialist support to the Councils Planning Enforcement Team regarding unauthorised development as it impacts upon heritage assets including giving evidence in potential criminal proceedings.
5. To prepare and consult upon Policy Statements and other initiatives that relate to conservation and design.
6. To mentor and aid the development of more junior members of the Conservation Team.
7. Other duties and responsibilities expressed and implied which arise from the nature and character of the post within the section or department.

This job description is intended only as a guide to the range of duties involved. The post holder will need to be flexible and adaptable in order to respond to other duties that may be required from time to time and the changes and developments within Huntingdonshire District Council.

Qualities	Examples
<p><b>Knowledge and Qualifications</b></p>	<p>Degree or equivalent qualification in a relevant subject area including Conservation, Architecture, Planning or Urban Design.</p> <p>Eligible for membership of the IHBC.</p> <p>Knowledge of and experience in, implementing legislation relating to the historic environment and conservation practice.</p> <p>Knowledge of building construction and appropriate methods of alteration and repair to heritage assets.</p>
<p><b>Experience</b></p>	<p>Experience of using computer systems for data recording and analysis.</p> <p>Experience of providing input to appeals and hearings.</p> <p>Post qualification experience.</p> <p>Using IDOX Uniform systems (D)</p>
<p><b>Skills and Abilities</b></p>	<p>Ability to analyse heritage assets and to use initiative and think creatively.</p> <p>The ability and professionalism to be able to justify your decisions and the ability to communicate this process to others.</p> <p>Ability to understand and interpret legislation and case law – appropriately advising and negotiating.</p> <p>Organisational skills and ability to meet deadlines.</p> <p>Able to work either on own initiative or as part of a team.</p> <p>Ability to work on building sites or in old buildings safely.</p> <p>Able to use word processing, email and spreadsheet packages.</p>

Qualities	Examples
	<p>Familiarity with computer databases and geographical information systems.</p> <p>Able to adapt to changing work requirements and develop new approaches to tasks.</p>
<p><b>Communication with Internal and External Customers</b></p>	<p>Predominantly external customers, such as:</p> <p>Developers, Agents, Landowners, Residents, Members, other Councils' Officers, Town and Parish Councils, Agencies and Organisations. High visibility with members of the public.</p> <p>Internal customer contact 20%.</p> <p>External customer contact 80%.</p>
<p><b>Personal attributes &amp; other requirements</b></p>	<p>Willing to travel and occasionally work unsocial hours.</p> <p>Be a good team worker demonstrating loyalty and commitment to the organisation and team members.</p> <p>Is prepared to adapt their approach to overcome obstacles.</p> <p>Revisits their decisions when presented with new information.</p> <p>Is prepared to adjust their interpersonal style to respond to the needs or preferences of others and the situation.</p> <p>Re-prioritises appropriately when faced with a change in requirements.</p>
<p><b>HDC values</b></p>  <p>icare</p>	<p>The values outlined below reflect our collective positive attitude and how all staff is expected to work together as one team.</p> <p><b>Inspiring:</b> We have genuine pride and passion for public service; doing the best we can for customers.</p>

Qualities	Examples
	<p><b>Collaborative:</b> We achieve much more by working together, and this allows us to provide the best service for customers.</p> <p><b>Accountable:</b> We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers.</p> <p><b>Respectful:</b> We respect people's differences and are considerate to their needs.</p> <p><b>Enterprising:</b> We use drive and energy to challenge the norm and adapt to changing circumstances. We are always ready for challenges and opportunities, and we embrace them.</p>

### Safeguarding and promoting the welfare of children and young people/vulnerable adults

Huntingdonshire District Council is committed to Safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.