

Northumberland County Council
JOB DESCRIPTION

Post Title: Northumberland Coast AONB Historic and Built Environment Officer		Group - Service Local Services Group, Development Services		Office Use	
Band: 7		Workplace: County Hall and Allerburn House, Alnwick			JE ref: HRMS ref:
Responsible to: Principal Natural Environment and AONB Officer		Date: Sept 2011		Manager Level:	
Job Purpose: To provide development management advice for the Northumberland Coast AONB To provide strategic planning advice in response to consultations made to the Northumberland Coast AONB To provide advice and advocacy for the AONB and Partnership on issue relating to the Historic Environment and Landscape of the AONB. To coordinate and lead on the planning, design and implementation of projects and initiatives that will contribute to the conservation and enhancement of the Northumberland Coast AONB and the delivery of the Northumberland Coast AONB Management Plan, specifically in relation to the built and historic environment. To assist the AONB Officer to advise, support and act on behalf of the Northumberland Coast AONB Partnership.					
Resources		Staff	Supervision of placement and volunteer workers.		
		Finance	Manage project budgets and external grants in accordance with the funding bodies' requirements and requisition goods and materials.		
		Physical	Shared responsibility for the administrative and technical resources of the AONB Team including the Management Plan, Website & basic tools and equipment.		
		Clients	Contribute to the development of policies and procedures in relation to the Coast AONB and support the Coast AONB Partnership. Clients include national and regional agencies, elected members, Parish Councils, community and environmental groups, landowners and the general public.		
Duties and key result areas: 1. Represent the AONB Partnership at local, regional, national and international working/advisory groups, joint initiatives and public events including deputising for the AONB Officer as appropriate. 2. Provide specialist planning and conservation advice in relation to all development management planning enquiries and consultations relating to sites within the AONB and those sites outside the AONB that have an effect on the designated area. 4. Respond on behalf of, and advocate for, the AONB and partnership in relation to all Strategic Planning enquiries and consultations and support the AONB Officer in the formulation of strategic policy for the AONB. 5. Initiate, coordinate and deliver built and historic environment projects that will contribute to the delivery of the AONB Management Plan, working in close collaboration with partner organisations and local communities. 6. Contribute to the development, monitoring, review and implementation of the Northumberland Coast AONB Management Plan. 7. Contribute to the preparation, implementation and monitoring of the work programme of the AONB Staff Team. 8. Monitor and report on project achievements and expenditure. 9. Negotiate and submit funding applications to external bodies to help achieve the implementation of the AONB Management Plan. 10. Promote awareness and understanding of the Northumberland Coast AONB at a local, regional and national level in order to secure its conservation and enhancement.					

11. Contribute to the establishment and maintenance of an AONB information system to monitor environmental issues relevant to the management of the AONB, identifying and commissioning research, as necessary.
12. Contribute to planning and implementation of information and interpretation provision within the Northumberland Coast AONB and to raise awareness and understanding of the designation through talks, leaflets, presentations etc.
13. Organise, service and support the working of the Partnership's themed working groups specifically managing those related to planning issues, built environment and historic and current landscape.
14. Respond to requests for information from Partnership members, members of the public and others interested in the work of the Partnership and in the management of the AONB.
15. Advise local groups/landowners about possible sources of financial and other support, commissioning and overseeing specialist/skilled consultants as appropriate.
16. Account for and maintain any equipment, clothing, tools and supplies that are provided.
17. Maintain personal and professional development and participate in appropriate training activities.
18. Provide specific advice on issues relating to the built and historic environment of the AONB.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Physical requirements:	Predominantly sitting with frequent need to walk and bend and occasional requirement to lift moderate weights.
Transport requirements:	Travel to work sites throughout the Coast AONB and further afield on occasion.
Working patterns:	Normal office hours with some evening and week-end meetings. Flexi-hours scheme applies.
Working conditions:	Frequent exposure to outdoor working in remote areas.

Northumberland County Council
PERSON SPECIFICATION

Post Title: Northumberland Coast AONB Historic and Built Environment Officer		Group – Service: Local Services Group, Development Services	Ref: 2190
Essential		Desirable	Assess by
Knowledge and Qualifications			
Degree or equivalent in Planning or Building Conservation, Archaeology or a related subject. Detailed knowledge of Building Conservation and wider historic and built environment/archaeological and landscape issues. Detailed knowledge of current planning legislation and policy. Working knowledge of the current processes of Strategic Planning and Policy formulation		Thorough understanding of contemporary issues which will affect the AONB and rural Northumberland. Thorough understanding of development management procedures and processes.	
Experience			
Experience of working within the Development Management process and particularly in dealing with Building Conservation case work. Good general knowledge of land/coastal management with experience in the implementation of projects relating to historic environment conservation. Experience in partnership working with a broad cross section of organisations and communities. Proven experience in project implementation and budget management.		Experience in the development of management plans and work programmes. Recent experience of preparing funding applications.	
Skills and competencies			
Good written and oral communication skills. Appreciation and understanding of the importance of protected landscape and historic environment designations. Sound organisational abilities. Highly motivated and able to work without direct supervision. Methodical and able to keep accurate written records. Experience of working with relevant information technology applications. Commitment to task achievement		Knowledge of Geographic Information Systems.	
Physical, mental and emotional demands			
Normally works from a seated position with some need to walk, bend or carry items. Need to maintain general awareness with lengthy periods of enhanced concentration.			

<p>Frequent contact with the public, landowners, Parish Councils and other groups and organisations in developing and implementing projects.</p> <p>Occasionally works alone in isolated locations.</p> <p>Occasionally works outside normal office hours.</p>		
Other		
<p>Dependable, reliable and a good timekeeper.</p> <p>Displays and encourages high standards of honesty, integrity, openness and respect for others.</p> <p>Helps managers to create a positive work culture, in which diverse, individual contributions and perspectives are valued.</p> <p>Proactive and achievement orientated.</p> <p>Able to work with only general direct supervision.</p> <p>Able to meet the transport requirements of the post.</p>		