

Northumberland County Council
JOB DESCRIPTION

Post Title: Building Conservation Officer	Group - Service: Planning Strategy /Northumberland Conservation		Office Use
Band: 7	Workplace: County Hall		JE ref: 136 HRMS ref:
Responsible to: Conservation Manager	Date: Revised 27 June 2010 SR	Manager Level:	
Job Purpose: To support the Senior Building Conservation Officer in the Delivery of a full building conservation service in one of Specialist Planning Services operating areas.			
Resources	Staff	Overseeing work of contractors to ensure all work undertaken on a building does not jeopardise its status and preserves its special features etc.	
	Finance	Advice and recommendations will result in potential significant expenditure on remedial/conservation work.	
	Physical	Maintain and operate service information systems	
	Clients	Assist in dealing with the public to deliver the service, working with internal and external partners to deliver joint projects, delivery of Service Level Agreement services to partners..	
Duties and key result areas:			
<ol style="list-style-type: none"> 1. To work with the Senior Building Conservation Officer in the Delivery of a full building and historic area conservation service in one of Specialist Planning Services operating areas 2. To work as part of the multi-disciplinary planning team assigned to one of Specialist Planning Services operating areas providing advice on all aspects of building conservation. 3. To implement development control work, advising and assisting planning officers assessing listed building consent, conservation area consent, major planning applications in conservation areas and other applications affecting the historic environment. This will include pre-application advice, commenting on applications, recommending conditions, advising on the discharge of conditions and monitoring work on site 4. To provide design and building conservation policy input to the Regional Spatial Strategy, the Local Development Framework, and Supplementary Planning Guidance within the appropriate operating area and contribute to County wide policy making as appropriate. 5. To advise on appropriate methods of repair, maintenance and alterations of historic fabric including advice on specialist repair techniques and availability of materials and skills both locally and nationally. 6. To liaise with building control, development management, asset management and other council departments. 7. To designate and amend boundaries to conservation areas, development control work in conservation areas, assessing design and new developments in conservation areas. Preparation of conservation area appraisals and management plans, Article 4 and 4(2) Directions and other supplementary planning documents. 8. To undertake repair and urgent works notices under Section 47 & 48 or Section 54 of the Planning (Listed Buildings & Conservation Areas) Act 1990 and Section 215 notices To undertake serving of building preservation notices. 9. To develop close working relations with English Heritage, respond to consultations on statutory designations and undertake spot listing applications. 10. To undertake the preparation of a local list of buildings and heritage assets of special architectural or historic interest within the Northumberland Conservation Local List Project. 11. To provide specialist advice for heritage led regeneration schemes. 12. To attend conservation area advisory committees and conservation area project steering groups. 13. To advise enforcement section in investigations of unauthorised works to listed buildings and works in conservation areas. 14. Work with the Historic Environment Officer to maintain historic records and historic environment database systems including computer records of listed buildings, local listed buildings and photographic records. 15. To support in the provision of education and outreach activities for local members and local communities. 16. To support in the provision of advice and guidance on all current legislation and central government advice affecting the protection of the historic environment. 17. To provide design advice on development affecting the built heritage, including; the production of policy guidance, development briefs, conservation area appraisals and management plans. 18. To provide specialist advice on the repair and maintenance of historic buildings, taking action to reduce Buildings At Risk and initiate and implement enhancement schemes on listed buildings and conservation areas. 19. To provide specialist building conservation advice to county-wide regeneration and environmental improvement initiatives. 20. To liaise with the County's Historic Environment and Design Champions 21. To work on preparation for and attendance at public inquiries and hearings 			

22. To advise on conservation grant availability and to support on grant funded projects including the County Council's building conservation grant budget, Townscape Heritage Initiatives, Conservation Area Partnerships and other funding programmes both within the appropriate operating area and at a County wide level in consultation with colleagues.
23. Other duties appropriate to the nature, level and grade of the post.

Work Arrangements

Physical requirements: Predominantly sitting or standing on site but occasional requirement to walk to remote or inaccessible sites, to access scaffolding and enter confined spaces. Occasional requirement for lifting files, documents and equipment of moderate weights.

Transport requirements: Involves travel to work at sites and area offices throughout the County and further a-field on occasion

Working patterns: Normal office hours with some evening and week-end meetings. Flexi-hours scheme applies.

Working conditions: Regular exposure to working outdoors in the full range of weather conditions

Northumberland County Council
PERSON SPECIFICATION

Post Title: Building Conservation Officer	Group - Service: Place - Planning Strategy	Ref: 136
Essential	Desirable	Asses s by
Knowledge and Qualifications		
<p>Degree or postgraduate qualification in Historic Building Conservation, Planning, Architecture or Surveying. Eligible for Full membership of the Institute of Historic Building Conservation Knowledge of historic building design and construction. Knowledge of techniques for the conservation, management and enhancement of historic buildings and areas. Knowledge of funding regimes and opportunities for historic building conservation. Knowledge of conservation legislation and policy. Knowledge of development management and strategic planning elements of the town and country planning system. Knowledge of the legislative and policy framework relating to the conservation of the historic environment, technical skills for the repair and maintenance of historic buildings, and architectural history.</p>		
Experience		
<p>Recent experience providing specialist conservation advice (preferably with a Local Authority). Recent experience of Conservation Area Assessments. Recent experience of managing grant budgets and schemes Recent experience of providing building conservation advice to property managers and owners.</p>	<p>Experience of providing building and historic area conservation advice within the strategic planning and development management system. Experience of complex EIA casework and the process of planning appeals and public inquiries. Experience of complex EIA casework and the process of planning appeals and public inquiries.</p>	
Skills and competencies		
<p>Ability to assess the significance of historic buildings and areas and advise on appropriate conservation techniques and materials. Ability to communicate advice effectively. Ability to draft reports and pamphlets on matters of historic and architectural detail. Well developed communication and negotiation skills and ability to work as part of a team. Ability to use information technology. Ability to advise on appropriate methods of repair. Ability to understand and interpret legal documents and advisory circulars. Knowledge of legislative and policy framework relating to conservation of the historic environment.</p>	<p>Effective presentation skills</p>	
Physical, mental and emotional demands		

<p>Ability to organise and undertake detailed iterative analysis of evolving documents.</p> <p>Ability to organise and prioritise heavy workload comprising a mixture of casework and longer term project work.</p> <p>Ability to advocate positive outcomes for the historic environment in situations of competing priorities.</p> <p>Ability to work outdoors in inclement weather conditions.</p> <p>Ability to work without close direct supervision.</p>		
Other		
<p>Able to meet the transport requirements of the post</p>		