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| **Job Description** |
| **Post title** | Local Heritage Listings Project Officer |
| **JE Reference No** | N10993 |
| **Grade** | 6 |
| **Service** | Neighbourhoods & Climate Change |
| **Service Area** | Environment – Environment & Design |
| **Reporting to** | Principal Design and Conservation Officer |
| **Location** | Your normal place of work will be County Hall, Durham but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post **is not** subject to a disclosure. |
| **Flexitime** | This post **is** eligible for flexitime. |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

* Durham County Council has been selected as one of twenty-two areas to take part in the national Local Heritage List Campaign. Our proposal was based on piloting the creation of a Local Heritage List in a minimum of 8 pilot areas across the County. The pilot must be completed by the end of December 2021, with an evaluative report presented to the Ministry of Housing, Communities and Local Government (MHCLG) in January 2022.
* To support the Design and Conservation and Archaeology Sections in the delivery and management of its functions within the wider Planning Service and in the delivery of the integrated specialist Heritage, Landscape & Design Team. Specifically, to assist with enhancing the quality of existing data, and adding newly available data, to the digital Historic Environment Record.
* This post will be responsible for the development and delivery of the research and data handling elements of the Local Heritage Listings pilot project including document review, processing of nominations, development of necessary ICT infrastructure and enhancement of the Historic Environment Record (HER) to ensure all lists are publicly accessible.

This will be primarily through the following projects:

* Supporting our Local Heritage Listings pilot project by identifying candidate heritage assets of all types to be considered for Local Listing, and also recording the outcome of the process of consideration.
* As part of the Local Heritage Listings pilot project, undertaking a baseline audit of existing data and records in respect of existing identified non - designated Heritage assets, including buildings and structures of local interest

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| **Duties and responsibilities** |

* Supporting the delivery of Local Heritage Listings Pilot Scheme.
* Development and delivery of the research and data handling elements of the project including document review, processing of nominations, development of necessary ICT infrastructure and enhancement of the Historic Environment Record (HER)
* Contributing to the development, maintenance and enhancement of the Historic Environment Record for County Durham and Darlington Borough Council, to ensure information relating to local listed assets are publicly accessible.
* Supporting the work of volunteers, student placements and temporary staff as required.
* Supporting the work of Community Groups within the identified pilot areas and work closely with the project’s Community Engagement Officer.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification |
|  | Essential | Desirable |
| Qualifications | * Degree Level or equivalent
 | * Degree in History, Archaeology, Conservation, Planning, Architecture, Geography.
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| Experience | * Experience in the collation and evaluation of data connected with the Historic Environment or equivalent.
* Experience of working as a member of a team.
 | * Working within the Historic Environment.
* Responsibility for elements of conservation or archaeological projects.
* Experience of using a GIS (Geographic Information Systems).
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| Skills & Knowledge | * Basic knowledge of the role of local authority Conservation Officers and their function within the development management process.
* Good written and verbal communication skills.
* Computer skills, experience of using databases to process large amounts of data.
* Good organisational skills including the ability to manage own workload with minimum supervision.
* Basic knowledge and interest in historic buildings and structures etc.
 | * Basic understanding of planning legislation, the National Planning Policy Framework and relevant guidance as relating to the historic environment
* Basic knowledge of standards and guidance relating to the administration of the Historic Environment record
* Experience of uploading/amending and/or enhancing data within Historic Environment Record.
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| Personal Qualities | * Ability to work harmoniously and supportively with others.
* Good timekeeping.
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