

JOB DESCRIPTION

DIRECTORATE	Business Operations
SERVICE	Strategy and Planning
POST NUMBER	100227
POST TITLE	Conservation Officer
POST GRADE	Local Salary Scale PO1
CONDITIONS OF SERVICE	National Joint Council (NJC) for Local Government Services as amended locally
SALARY GRADE AND CONDITIONS OF SERVICE	Local Salary Scale PO1
RESPONSIBLE TO	Conservation and Design Team Leader
RESPONSIBLE FOR	No supervisory responsibility
JOB PURPOSE	To carry out the Council's duties and specialist functions in respect of conservation and listed building matters and to promote the protection of the historic environment across the District, in order to contribute to the Council's key aim of protecting and enhancing the built and natural environment.

MAIN AREAS OF WORK	
1	To provide specialist advice primarily in respect of Development Management - but also on Strategy & Environment matters, Building Control and enforcement and to other Divisions of the Council and external bodies and individuals as appropriate - on the conservation and heritage aspects of policies and proposals
2	To formulate and undertake proposals to ensure the protection and enhancement of conservation areas and listed buildings.
3	To review and where appropriate update and generate conservation area appraisals and other guidance and to ensure that development fully respects the built heritage of the District.
4	To maintain close liaison with relevant Government Departments, Historic England, East Sussex County Council, Parish Councils, and local conservation and amenity societies appropriate to fulfil the above functions effectively and efficiently.
5	To provide and present specialist professional advice and statements on conservation matters to the Council, at planning appeals and other inquiries, as necessary.
6	When required, and as part of generic working, will work within other Services and Directorates in support of the Council's overall objectives and projects
7	When required and as part of flexible working – to work within other Services and Directorates in support of the Council's overall objectives and projects
8	Co-operate with Managers in implementing the Council's Health and Safety Policy. The responsibilities of members of staff in respect of this are set out in the Council's Health and Safety Manual

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To undertake any other duties for which the post holder is competent and which the Service Manager considers necessary for the effective and efficient delivery of the Service

PERSON SPECIFICATION

POST TITLE	Conservation Officer	
DIRECTORATE	Business Operations	
SERVICE	Strategy and Planning	
POST GRADE	Local Salary PO1	
	Essential	Desirable
Qualifications		
Degree or post-graduate diploma in Planning or Architecture		X
Full membership of the Royal Town Planning Institute		X
Full membership of the institute of Historic Building Conservation		X
Post graduate qualification in conservation		X
Experience		
5 years post qualification Local Authority policy and development management experience in building conservation matters	X	
Giving evidence at Public Inquiries		X
Presentation to Committees		X
Skills and Abilities		
Excellent negotiating skills	X	
Effective written and oral communication	X	
Proficiency in IT	X	
Creative and logical problem solving ability	X	
Ability to work under pressure and balance priorities	X	
Well organised approach to work	X	
Ability to work with minimal supervision	X	
Effective in engaging the public and a broad range of stakeholders	X	
Strongly motivated with ability to motivate	X	
Training		
Up-to-date CPD and commitment to continuing professional development	X	
Knowledge		
Clear knowledge of the national framework and current conservation and design issues	X	
Working knowledge of legislation for the control of development affecting the historic environment	X	
In depth knowledge of historic buildings and related philosophy in ensuring that their integrity is conserved	X	
Appreciation of relevant performance and project management techniques	X	

June 2021