JOB TITLE: CONSERVATION OFFICER (PART-TIME 18.5HRS PER WEEK)  
JOB NO____________________

SERVICE AREA: ECONOMY & ENVIRONMENT  
SECTION: REGENERATION & DEVELOPMENT____

LOCATION: CIVIC CENTRE______________ GRADE: G8___________ SCP’s: 32-37__________

CAR ALLOWANCE - CASUAL (if applicable)

PURPOSE OF JOB:

To support the Team Leader in the delivery of an effective building conservation service, in accordance with appropriate legislation and official guidance, including the development and delivery of the Council’s Local Development Framework and planning applications as appropriate.

Deputise for the Team Leader Planning Policy as required.

RESPONSIBILITY LINKS

Reports to: Team Leader Planning Policy

Responsible over: N/A

SPECIAL CONDITIONS:

1. Occasional evening and weekend working may be required in order to serve various meetings, steering groups and Committees.
2. The role will be subject to a degree or equivalent experience.
3. The role will be subject to qualified/or to be studying towards a post-graduate qualification, in a related conservation field, or a similar/related subject matter
4. To communicate verbally with customers and provide advice and/or information in accurate spoken English

MAIN ACTIVITIES:

1. Responsibility to support the service in the delivery of its statutory and discretionary powers and responsibilities in connection with listed buildings, conservation areas, scheduled monuments, archaeology (including industrial archaeology), buildings of local architectural and historic interest, parks and gardens of historic interest/townscape.
2. Advise on the determination of applications for: Planning, Listed Building Consent and Advertisement Regulations and to make recommendations to the Local Planning Authority.
3. Contribute to the development, formulation and revision of the Council’s Local Development Framework and other policy documents, advising on the content of planning briefs and other planning guidance, providing input for responses to consultations by the Government and other agencies in connection with conservation and heritage matters.
4. Support the Team Leader to initiate and progress the Council’s programme of Conservation Area appraisals and develop management proposals in liaison with other Officers across the Council.
5. Promote good quality materials, conservation and design, contributing towards the public and the Council’s understanding and appreciation of the historic built environment.
6. Undertake site visits to recognise a property’s significance in relation to proposed changes to the architectural form in order to inform the advice given as part of the determination of the decisions relating to built heritage.
7. Contribute to the preparation of funding bids for heritage related projects.
8. Be a point of technical liaison to deal with enquiries both internally/externally for heritage-based advice and information including, but not exclusively, providing advice and guidance to members of the public, Elected
Members and other Council Officers.

9. Prepare and write reports/briefs in order to represent the Planning Policy Team at committee/cabinet, project steering group boards and other stakeholder groups.

10. Support as necessary the representation of Walsall in heritage-based regeneration issues at the national, regional and sub-regional levels, and liaise with external agencies where appropriate.

11. Undertake a supporting role and offer advice to the Enforcement Officer in relation to heritage assets enforcement cases.

12. Ensure efficiency in the delivery of heritage-based regeneration projects within agreed time constraints.

13. Develop and maintain relationships with key stakeholders internal and external, Local Authorities, Contractors, Consultants and developers.

14. Chair and participate in working groups, task groups, and to be fully involved in team and service planning.

**GENERIC CORPORATE ACCOUNTABILITIES (ALL POSTS)**

1. Contribute to the management of staff and services of the Council in a manner that builds ownership and commitment and promotes a strong performance culture that connects strategies to action, provides accountability and delivers results. To lead projects as required.

2. Lead areas of activity and promote effective cross-directorate working so as to deliver integrated solutions that optimise the use of resources and achieve Best Value and continuous improvement.

3. Ensure that the services provided are fully compliant with Council strategy, vision, aims, objectives and priorities and play their part in achieving these. This includes compliance with Standing Orders and Financial Regulations. Where applicable, to manage budgets and other resources.

4. Develop and promote effective partnerships with government departments, professional bodies and other organisations to promote the Council’s interests and build its reputation.

5. Through personal commitment and clear action, the post holder will promote the Council’s employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.

6. The post holder will promote the Council’s Health and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.

**GENERIC SERVICE DELIVERY ACCOUNTABILITIES (ALL POSTS)**

A. Services

1. To develop/support and promote a strong customer-focussed performance culture within the service team, ensuring the provision of cost effective, efficient, high quality services to the Council, its members and its departments in line with their identified needs.

2. Ensure services are provided to the highest possible standards within the resources available. To implement effective systems for setting targets, managing performance, reporting systems, identifying and overcoming weaknesses and delivering sustained improvements.

3. To ensure services proactively support internal and external partners in areas of their work which have a relevant dimension. Where applicable, to negotiate service level agreements with client departments/project coordinators/partners to ensure roles and responsibilities are clearly understood and that the outcomes for the post holder’s services are achievable. To provide analyses and reports as appropriate.

4. Provide clear, balanced and accurate advice and guidance to the senior management team on issues arising within the post holder’s areas of responsibility.

5. To ensure that all data pertaining to the delivery of the service is accurate and that the monitoring and review of processes and practices relating to data is timely and robust. Where significant issues are identified appropriate remedial action is taken to address them.
B  People
1. Provide leadership and a strong sense of direction and purpose within the team(s) for which the jobholder is accountable.
2. Manage the selection and deployment of people for whom the jobholder is responsible to maximise their contribution to corporate and team goals.
3. To manage the performance of the service team(s) for which the jobholder is responsible, and to respond and deal with weak/poor performance. To develop appropriate performance indicators as required.
4. To promote the development of a confident learning culture within all service areas for which the jobholder is responsible, including the requirement that all staff have and achieve personal/professional development plans that are integrated with the Service Plan. Manage the personal development scheme/strategy with respect to staff within the post holder's team in accordance with the council's Policies.
5. The post holder is responsible for his/her own self development on a continuous basis and for developing and maintaining a substantial body of up-to-date knowledge of the specialist area and a detailed generalist knowledge across a wide spectrum of related fields, and as such will be expected to undertake suitable development and training.
6. To enhance own performance, working constructively with the line manager to identify personal strengths and agreeing action in relation to development needs.

C  Quality
1. To support the development of a culture of continuous quality improvement within the services for which the jobholder is accountable, providing advice and encouragement for the implementation and monitoring of quality policies, standards and systems.
2. To promote the importance and benefits of quality and to lead the continued achievement of quality standards, including Investors in People and other relevant quality accreditations.
3. To ensure that output and quality of work is of the highest quality and accords where appropriate with current regulations/legislation/Council standards.
4. To promote/lead in the development and implementation of new ways of working and modernised service delivery, including the use of e-working.

D  Resources
1. To negotiate and/or manage the financial resources required to support the Business Plan and to manage service provision within the allocated budget.
2. To manage the effective planning, deployment and control of the resources available so as to enable the achievement of agreed targets, objectives and standards. To restructure services as necessary to ensure resources are deployed to optimal effect.
3. To maximise opportunities for external funding in so far as these are compatible with agreed Business Plans and corporate objectives.
4. To manage and monitor all service budgets as appropriate and ensure probity and stringent financial control is implemented ensuring maximum cost efficiency in all aspects of management and administration.

E  General
1. The post holder must also undertake other duties within his/her competence or otherwise appropriate to the grading of the post as required.
2. This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be reviewed periodically to ensure it remains appropriate for the role.
3. The areas for which the jobholder is responsible will be kept under review and may change over time in response to emerging priorities and organisational development.
Using the Job Description consider what abilities are required by a person to perform each of the main activities of the job safely and effectively.

Define the essential abilities clearly and unambiguously in terms that are measurable and observable and record them in the space below:

<table>
<thead>
<tr>
<th>Ability</th>
<th>Assessment</th>
<th>Weight Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrates a considerable breadth and sound technical working knowledge of a range of building types, building periods, their construction and decay and the techniques used in their conservation and how these can be applied at a local level</td>
<td>S/I</td>
<td>3</td>
</tr>
<tr>
<td>Detailed practical knowledge of Local Authority structures and procedures in relation to built conservation and heritage</td>
<td>S/I</td>
<td>2</td>
</tr>
<tr>
<td>Detailed knowledge of roles and responsibilities of partner agencies involved in built conservation and heritage</td>
<td>S/I</td>
<td>3</td>
</tr>
<tr>
<td>Sound practical knowledge of legislation, best practice and guidance relating to built conservation and heritage</td>
<td>S/I</td>
<td>3</td>
</tr>
<tr>
<td>Ability to form and maintain relationships and professional working</td>
<td>S/I</td>
<td>2</td>
</tr>
<tr>
<td>Detailed working knowledge of project management techniques</td>
<td>S/I</td>
<td>2</td>
</tr>
<tr>
<td>Communicate, negotiate and influence a wide range of stakeholders, managers and partners from other agencies to promote built conservation and heritage</td>
<td>S/I</td>
<td>3</td>
</tr>
<tr>
<td>Excellent presentation and written communication skills</td>
<td>S/I/T</td>
<td>3</td>
</tr>
<tr>
<td>Excellent organisational skills</td>
<td>S/I</td>
<td>3</td>
</tr>
<tr>
<td>An awareness of, and commitment to, equality of opportunity</td>
<td>I</td>
<td>2</td>
</tr>
</tbody>
</table>

**Experience:** specify type, level and qualitative (not quantitative required); if any.

<table>
<thead>
<tr>
<th>Experience</th>
<th>Assessment</th>
<th>Weight Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Considerable level of experience over a range of building types, building periods, their construction and decay</td>
<td>S/I</td>
<td>3</td>
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<tr>
<td>Experience of participating in regional and sub-regional forums and working groups on built conservation and heritage issues</td>
<td>S/I</td>
<td>1</td>
</tr>
<tr>
<td>Experience of engaging with service users, partners and wider stakeholders and able to give clear and coherent advice regarding the technical aspects of the conversation of historic assets</td>
<td>S/I</td>
<td>3</td>
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<tr>
<td>Experience of producing reports, strategies and action plans and presenting these at both formal and informal meetings</td>
<td>S</td>
<td>2</td>
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<tr>
<td>A demonstrable commitment to continuous improvement</td>
<td>I</td>
<td>2</td>
</tr>
<tr>
<td>Track record of consistent high achievement</td>
<td>I</td>
<td>3</td>
</tr>
<tr>
<td>The ability to communicate verbally with customers and provide advice and/or information in accurate spoken English is essential for the post</td>
<td>I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Qualification:** specify type and level required (including equivalents); if any.

- Relevant degree in a Conservation or a similar/related subject matter or equivalent experience
- Qualified or to be studying towards a post-graduate qualification in a related conservation field, or a similar/related subject matter
- Track record of and commitment to professional development

Prepared by: Simon Tranter Date: January 2017