

## Folkestone & Hythe District Council Job Description

JOB DETAILS	
<b>Job Title</b>	Conservation & Heritage Officer
<b>Service Area / Team</b>	Planning / Development Management
<b>Reports to</b>	Development Management Team Leader
<b>Pay Grade</b>	Grade G
<b>Politically Restricted Post</b>	Yes – Sensitive
<b>DBS Requirement</b>	None

JOB PURPOSE
To inform and provide expert advice on all matters relating to listed buildings, conservation areas and non-designated heritage assets.

MAIN DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none"> <li>• Provide high quality conservation advice and guidance to the public and professional representatives, including telephone / email enquiries and written advice.</li> <li>• To provide listed building and heritage advice on applications affecting designated and non-designated heritage assets including at the pre-application stage.</li> <li>• To process and determine listed building consent applications.</li> <li>• To provide advice on proposals in conservation areas.</li> <li>• Effectively manage and progress a range of planning pre-application enquiries, planning and listed building applications and appeals.</li> <li>• Communicate and negotiate effectively (as appropriate) with Members, developers, agents and members of the public on issues relating to the historic environment.</li> <li>• To provide advice and support to the Planning Enforcement Team in relation to unauthorised works affecting designated and non-designated heritage assets</li> <li>• To be case officer for applications for Listed Building Consent, including site visit, assessment, delegated and committee reports and recommendations.</li> <li>• Keep up-to-date on knowledge of current and changing planning practice, technical, legislative and procedures and of historic buildings and conservation good conservation practices by undertaking appropriate development and training.</li> <li>• Work collaboratively with other Departments in the Council.</li> <li>• To provide pre application listed building and heritage advice in accordance with the Council's Pre application advice protocol.</li> </ul>

<ul style="list-style-type: none"> <li>• To manage own workload to ensure application and pre application advice performance targets are met.</li> </ul>
<ul style="list-style-type: none"> <li>• To provide listed building and heritage advice to the Council, including the Planning and Licensing Committee.</li> </ul>
<ul style="list-style-type: none"> <li>• To write, and assist planning officers to write, statements for listed building consent appeals and to represent the council at appeal hearings and public inquiries and in court when necessary.</li> </ul>
<ul style="list-style-type: none"> <li>• To administer any grants scheme that relates to the post holder's prime objectives.</li> </ul>
<ul style="list-style-type: none"> <li>• To develop future management plans in conjunction with the public and external bodies.</li> </ul>
<ul style="list-style-type: none"> <li>• To submit requests for buildings to be listed to Heritage England and comment on requests for listing.</li> </ul>
<ul style="list-style-type: none"> <li>• To coordinate the Council's Heritage Strategy and advise on the implementation of it.</li> </ul>
<ul style="list-style-type: none"> <li>• To provide professional advice and information to prospective applicants, other officers of the council, and the general public, including interpretation of legislation.</li> </ul>
<ul style="list-style-type: none"> <li>• Undertake any other duties appropriate to the character of the job as may reasonably be required, from time to time, within the Department.</li> </ul>
<ul style="list-style-type: none"> <li>• To keep abreast of any changes to legislation and statutory requirements and, update internal policies and procedures as required.</li> </ul>

## **CORPORATE RESPONSIBILITIES**

<ul style="list-style-type: none"> <li>• Adhere to the council's safeguarding policies and procedures and undertake relevant training in order to help protect children and vulnerable adults within the district.</li> </ul>
<ul style="list-style-type: none"> <li>• To comply with legislation, council policies and procedures including the Data Protection Act, Freedom of Information Act, Information Security Policy, the Code of Conduct for Officers and to participate in any Emergency Planning activities as required.</li> </ul>
<ul style="list-style-type: none"> <li>• To actively demonstrate the values and behaviours of the council.</li> </ul>
<ul style="list-style-type: none"> <li>• To ensure our customers are valued by taking into account their views and needs in all that we do.</li> </ul>
<ul style="list-style-type: none"> <li>• To contribute to the development and achievement of relevant corporate and service objectives by suggesting ideas for service improvements.</li> </ul>
<ul style="list-style-type: none"> <li>• To communicate openly and honestly with colleagues, members and customers.</li> </ul>
<ul style="list-style-type: none"> <li>• To undergo any training necessary to be able to fulfil the requirements of the job.</li> </ul>
<ul style="list-style-type: none"> <li>• To carry out other duties commensurate with the grade, skills, experience and qualifications of the post holder as directed and as may be required from time to time.</li> </ul>

## Folkestone & Hythe District Council Person Specification

### Post Title: Conservation and Heritage Officer

#### Important Information for Applicants:

The criteria listed in this person specification are the requirements for the post. Where the method of assessment is stated to be the application form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. **If you do not address these criteria fully, you may not be shortlisted. Please give specific examples wherever possible.**

Factors	Criteria	Means of Assessment		
		Application	Interview	Test
Qualifications	<b>Essential</b> <ul style="list-style-type: none"> <li>A – C Maths and English GCSE, Level 2 literacy and numeracy (or equivalents) or recent and relevant experience that demonstrates proficiency in English and Maths.</li> <li>A degree in building/historic environment conservation, planning, architecture or other related subject.</li> </ul>	✓		
	<b>Desirable</b> <ul style="list-style-type: none"> <li>Membership of either IHBC, RIBA or the RTPI.</li> <li>A professionally recognised post graduate qualification in building/historic environment conservation.</li> </ul>	✓		
Experience and Knowledge	<b>Essential</b> <ul style="list-style-type: none"> <li>At least two years post qualification experience of dealing with listed building consent applications and other heritage matters.</li> <li>Considerable in-depth of knowledge in conservation and heritage matters</li> <li>Detailed knowledge and understanding of the Planning (Listed Buildings and Conservation Areas) Act 1990 and related legislation and national policy and guidance.</li> </ul>	✓	✓	

	<b>Desirable</b> <ul style="list-style-type: none"> <li>• Previous local government experience in, or working closely with, a planning team.</li> <li>• Previous experience of operating an electronic document management system.</li> <li>• Experience in presenting and or providing expert advice to Planning Committee</li> <li>• Experience representing the Council at informal hearings and/or acting as a witness for the Council at public inquiries, including preparation of appeal statements and/or proofs of evidence.</li> </ul>	✓ ✓ ✓ ✓	✓ ✓ ✓ ✓	
<b>Skills and Abilities</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>• The written and oral communication skills required to effectively liaise with stakeholders, customers and colleagues at every level and through a range of mediums.</li> <li>• Strong interpersonal skills and the ability to build effective working relationships at all levels.</li> <li>• Ability to negotiate and discuss issues with colleagues in the public and private sector.</li> <li>• Ability to deal effectively with confrontational situations.</li> <li>• Ability to work as part of a team and on own initiative.</li> <li>• Ability to plan, organise and prioritise workload and competing demands effectively in order to meet deadlines and targets and maintain high standards at all times.</li> <li>• Flexible, adaptable and receptive to new initiatives and change.</li> <li>• Excellent customer service skills and the ability to offer customers an effective, efficient and consistent service.</li> <li>• Competent user of IT applications and systems.</li> <li>• Ability to travel to sites across the district efficiently and effectively.</li> </ul>	✓	✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓	
	<b>Desirable</b>			