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| **Post title:** | Principal Conservation Officer |
| **Grade:** | L |
| **Responsible to:** | Reporting Manager to be confirmed |
| **Staff managed:** | None |
| **Directorate:** | Community Development |
| **Service:** | Planning |
| **Job family:** | **P&T - Professional & Technical** |
| **Date of issue:** | May 2023 |

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| Job context |
| The council’s Planning Service play a fundamental role in managing the natural and built environment ensuring that any future development needs of North Yorkshire can be accommodated to make it a better place in which to live and work.  As a Principal Conservation Officer you will promote the conservation and enhancement of the historic environment, ensuring that it is an integral part of the Council’s growth and place making agenda.  You will provide specialist conservation officer advice to ensure statutory requirements and council objectives are met and have a key role in supporting the preparation of the council’s Local Plan, other strategies and guidance as well as providing advice on development proposals.  The Principal Conservation officer sits alongside other specialist officers including archaeologists, Ecologists and Landscape Architects. In carrying out your role you will work with colleagues to build relationships and understanding across the service and the wider Council and build effective relationships and partnerships with external organisations. |

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| Job purpose | * Promote the conservation and enhancement of the historic environment ensuring that it is an integral part of the Council’s growth and place making agenda. * Provide specialist conservation officer advice to ensure statutory requirements and council objectives are met; supporting the preparation of the council’s Local Plan * Provide advice on the impact of development proposals where these effect the historic environment * Play a proactive role in delivering the shared ‘one team vision |
| Conservation Management: | * Support the preparation, implementation and review of the statutory development plan by inputting to the formulation of local plan conservation policies and assessing the impact of site allocations on the historic environment. * Provide advice on regeneration projects and initiatives related to the historic environment * Proactively secure the repair of historic buildings through negotiation and the use of legislative controls as required. * Prepare and update heritage guidance and other advisory material for agents, developers, property owners, and the general public. * Review Conservation Area Appraisals and consider whether new ones should be designated, preparing conservation area statements and leaflets. * Compile and maintain a local list of non-designated heritage assets. * Compile and maintain a register of listed buildings at risk and taking action to secure their preservation, often in consultation with Historic England and other Council Departments. May involve preparation and serving of Statutory Notices. * Managing and assisting in the development of conservation grant schemes and bids and dealing with applications from submission to final payment. |
| Operational Delivery: | * Contribute to the delivery of a proactive and customer-focused service which meets statutory requirements and enables delivery of sustainable, high quality homes and jobs whilst respecting our built and natural environment. * Support the preparation, implementation and review of the statutory development plan by inputting to the formulation of local plan conservation policies and assessing the impact of site allocations on the historic environment. * Provides conservation advice and support to other groups, organisations and individuals in line with the Council’s commercial agendaPrepare and present evidence at public examinations and local inquiries in so far as it relates to the historic environment. * Provide advice to the general public on building conservation matters. Build effective relationships with a range of stakeholders, e.g. Historic England, Civic Societies and Parish Councils. * Liaise with Historic England and the Department of Culture Media and Sport and put forward buildings for listing where justified by their architectural or historic interest and/or a perceived threat of demolition or inappropriate alteration. * Build effective relationships and partnerships with external organisations including but not limited to Historic England, York Archaeological Trust, and local conservation groups. |
| Impact Advice: | * Assess and determine proposals for Listed Building consent. * Respond to pre-application enquiries, planning applications and enforcement cases where a proposal will impact on the significance of a heritage asset. * Prepare design/development briefs for historic sites or areas and advice on heritage matters relating to the Council’s owned assets. |
| Service Improvement / Performance: | * Work with colleagues to build relationships and understanding across the Service and the wider Council; supporting each other to deliver excellent cross-service communication and corporate priorities in line with a shared ‘one team’ vision. * Take responsibility for own work, performance, development and behaviours; using own initiative to ensure that expectations are met for the benefit of the Council, our customers and our colleagues. * Strive to deliver excellent customer service at all times, by demonstrating a customer focussed attitude as well as commercial awareness. * Contribute to Service improvement work and look for opportunities to continuously improve own performance. * Keep up to date with developments and achievements within the Service and wider Council, seeking opportunities to share knowledge and skills, celebrate success and to learn and improve. |

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| Person specification: |  |
| Essential | **Desirable** |
| Knowledge and Experience   * Post Qualification experience in building conservation and planning * Experience of negotiating with a range of bodies and individuals * Experience of effective communication using a variety of methods tailored to a broad range of stakeholders and customers including experience of presenting evidence at examinations/inquiries and or reports to Members * Working across organisational boundaries, developing effective relationships in order to deliver Service projects and priorities. * Good knowledge and practical understanding of building conservation, including legislation, policy and guidance. * Knowledge of architectural history, building design and traditional building construction. | * Experience of working in a political environment |
| Occupational Skills   * Strong IT literacy skills with working knowledge of Microsoft applications and planning related IT systems. * Good analytical skills and the ability to interpret information and make balanced judgements/recommendations and to take action. * Ability to effectively communicate with others, building and maintaining productive relationships with staff, members, customers and stakeholders. * Ability to evaluate the special character of historic places and the significance of heritage assets. * Ability to manage and prioritise a wide and varied workload. * Ability to write complex reports. |  |
| Behaviours   * Inspiring, motivated team player with an engaging and positive 'can do' attitude * Effective customer care skills, including how to understand, deliver and manage customer expectations * Leads by example and proactively demonstrates the Council’s standards of behaviour. * An effective communicator who is determined, positive and approachable. * Highly self-motivated and driven to achieve challenging objectives ; able to use own initiative under minimal supervision * Strong team player and ability to encourage, support and provide challenge to others as appropriate * Able to demonstrate and work in accordance with the Council's values and behaviours.   [Link](http://www.northyorks.gov.uk/article/23524/What-you-should-know-before-applying-for-a-job) |  |
| Professional Qualifications   * Degree level qualification in planning, architecture or related discipline * Evidence of continuous professional and personal development. | * Membership of the Institute of Historic Building Conservation |
| Other Requirements   * Will be required to attend site visits across the County * Will be required to work outside normal working hours on occasions. |  |

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| Career progression: |
| * At NYC we value our employees, and as part of this we can provide wider opportunities to progress in your career. Through discussion with your manager identify areas of interest and consider avenues to progress to them, e.g. apprenticeships and work shadowing/coaching. * As a large council we have a range of roles, across our services, and can provide a wealth of career and development opportunities to help our employees find fulfilling career development opportunities. |

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| Structure |
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NB – Assessment criteria for recruitment will be notified separately.  
Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.