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| **Job Description** |
| **Post title** | Design & Conservation Officer |
| **JE Reference No** | N10255 |
| **Grade** | 8 |
| **Service** | Neighbourhoods & Climate Change |
| **Service Area** | Environment – Environment & Design |
| **Reporting to** | Principal Design & 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** |

The post holder will assist the Principal Design and Conservation Officer in the delivery of the built design and conservation service within the Planning Service and in the delivery of an integrated specialist service of Environment and Design. The role will be to promote exemplary urban and rural design and built conservation and through that help raise the aspirations and identity of Durham County.

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| **Duties and responsibilities** |

To assist the Principal Design and Conservation Officer and wider Team in delivering the professional Design and Conservation service by contributing to:

* The provision of specialist built design and conservation input into the development plan process, strategies and policies including Supplementary Planning Documents
* The provision of sound and timely expert design and conservation advice into the development management process
* The development of concept statements, development and design briefs, and master planning strategies.
* The delivery of the Councils Conservation Area Character Appraisal and Management Plan Programme
* The provision of Statements of Significance for Council assets and assessing all other submitted specialist documentation and proposals in relation to designated and non designated heritage assets in accordance with government direction and guidance.
* Input into the Historic Environment Record of the Council.
* A pragmatic and positive approach to constructive conservation practise
* The provision of appropriate advice and creative input into design solutions
* The production of agendas, minutes, briefs, presentations and file notes and the preparation of information and display material as required
* Supporting the delivery of a programme of public engagement events including awards, exhibitions, training sessions, community and promotional events
* Assisting in the delivery of the Councils Heritage at Risk Strategy
* Assisting with survey, plan and production of documentation, reports, graphical material and plans and development briefs to support the Environment and Design Service.
* Contribute to finding management solutions towards council owned assets

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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 | * NVQ Level 3 or equivalent
 | * Degree in Architecture, Planning, Urban Design or Building Conservation
* Membership or working towards professional institute RTPI, architecture of built conservation
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| Experience | * Substantial relevant experience of working in a built conservation or urban design team, service or practise
* Providing specialist advice to or within the statutory planning process with design emphasis
* Able to communicate via detailed correspondence
* Experience of report writing and plan production and Production of documents
 | * Producing design solutions and illustrations
* Supporting a Grant scheme
* Working within Cultural Heritage.
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| Skills & Knowledge | * Up to date relevant knowledge of legislation, processes and procedures.
* Good communication skills verbal and written
* Customer orientated approach
* Identify issues and find solutions to resolve them using good practise
* Able to work in a team, but to also have the self-discipline and motivation to work unsupervised
* Knowledge of Microsoft office IT packages, spreadsheets, databases, desk top publishing, G.I.S and graphics packages
* Good organisational abilities
* Customer orientated approach to task delivery
 | * Confident ability to use IT integrated services
* Knowledge of web identity
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| Personal Qualities | * Confident outgoing personality, enthusiastic and motivated
* Use initiative, and contribute to team success, high levels of professional integrity
* Willingness for flexible working to meet team, service and project requirements
* May be required to work outside of normal office hours.
* Commitment to the provision of quality customer services and able to deal with the public and members of the County Council
* Access to a car or means of mobility support (if driving then must have a current valid driving licence and appropriate insurance).
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