 <b>Stockton-on-Tees</b> BOROUGH COUNCIL		<b>JOB DESCRIPTION</b>
<b>Directorate: Finance Development and Business Services</b>		<b>Service Area: Planning Services</b>
<b>JOB TITLE: Historic Buildings Officer</b>		
<b>GRADE: H-K (SCP 23-36)</b>		
<b>REPORTING TO: Planning Services Manager</b>		
<b>1.</b>	<b>JOB SUMMARY:</b>  <p>The post holder will be required to assist the Planning Services Manager in providing technical advice and guidance on all heritage and conservation matters to ensure the protection and enhancement of the historic environment of the Borough.</p> <p>The post holder will also be required to communicate effectively across the Planning Services Section and Finance Development and Business Services Directorate.</p>	
<b>2.</b>	<b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>	
	1.	You will be required to provide professional and specialist advice to the Council on matters relating to the conservation, management and enhancement of the Borough's heritage assets. This may include technical reports and communication with Members, Officers, External Partners, local residents, developers and where appropriate attendance at planning committee meetings and appeals.
	2.	You will be responsible for advising on the significance of local heritage assets and the required actions to reveal and safeguard their importance. This will involve making requests to list or schedule assets; keeping up-to-date accurate records of heritage assets; monitor the condition of heritage assets; and, initiate and implement appropriate action for their repair, maintenance and enhancement.
	3.	You will be expected to develop a range of policy documents which reveal the significance of heritage assets and inform the Council's approach to their conservation and enhancement. This will include Conservation Area Appraisals and Management Plans and design guidance for Heritage Assets.
	4.	You will identify opportunities and contribute either as the lead officer or as part of a team in the submission of bids for external heritage related funding for projects which deliver the promotion, preservation and enhancement of the historic environment

	5.	To understand, contribute and promote the Council's corporate objectives in relation to the Borough's heritage including engagement with and maintenance of close working relationships with local groups and interested stakeholders, through partnership working.
	6	You will be responsible for providing appropriate professional advice regarding the management of heritage assets which are affected by planning submissions. This may include, formulating consultation responses to planning applications, taking responsibility for processing major or corporately important applications for Listed Building Consent or Planning Permission within Conservation Areas.
	7	You will be required to provide professional advice in relation to investigations into breaches of planning control, on listed buildings and to support appropriate enforcement action where necessary.
	8	You will work effectively as part of a team and establish excellent working relationships with key internal and external partners and ensure that information is appropriately shared across the Planning Services team and Directorate as necessary.
	9	You shall ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton-on-Tees Borough Council.
	10	You will understand the role of elected members, the local political environment in which the Council operates and develop political sensitivity in dealing with planning related matters in an impartial manner.
	11	To take reasonable care of your own health and safety and co-operate with management, so far as necessary, to enable compliance with the Authorities health and safety rules and legislative requirements.
	12	You shall be responsible for your own personal development and undertake any necessary training and development to assist you in the requirements of the post
	13	You will need to ensure that such other duties and responsibilities commensurate with the grading and nature of the post are fulfilled as directed by the Planning Services Manager.

### 3. GENERAL

**Job Evaluation** - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Workforce Culture and supporting behaviours and Code of Conduct** – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

**Shaping a Brighter Future** – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

**Personal Development** – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

**Customer Services** – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

**Policies and Procedures** – The post holder is required to adhere to all Council Policies and Procedures.

**Health and Safety** – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

**Safeguarding** – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: (Manager)			
Job Description agreed by: (Post holder)	.....	.....	.....

**Job Description dated**

**December 2021**



## PERSON SPECIFICATION

Job Title/Grade	<b>Historic Buildings Officer</b>	<b>H-K (SCP 23-36)</b>
Directorate / Service Area	<b>Finance Development and Business Services</b>	<b>Planning Services</b>
Post Ref:		


	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MEANS OF ASSESSMENT</b>
Qualifications	<ul style="list-style-type: none"> <li>A recognised degree or Post Graduate qualification in Town &amp; Country Planning (or equivalent) or a heritage related qualification.</li> </ul>	<ul style="list-style-type: none"> <li>Member of Royal Town Planning Institute (RTPI) or working towards this.</li> <li>Membership (or eligible for) of The Institute of Historic Building Conservation (IHBC)</li> <li>Relevant experience of heritage issues.</li> </ul>	Application form
Experience	<ul style="list-style-type: none"> <li>Work experience of protecting the historic environment</li> <li>Experience of working with listed buildings.</li> <li>Experience and knowledge of Listed Building consent regime.</li> </ul>	<ul style="list-style-type: none"> <li>Three years or more experience within heritage based environment, ideally with 2 years experience post qualification</li> <li>Experience within a Town Planning Environment</li> <li>Local Government experience</li> </ul>	Application / Interview

<p>Knowledge &amp; Skills</p>	<ul style="list-style-type: none"> <li>• Detailed Knowledge of historic buildings and conservation principles, practice and law.</li> <li>• Detailed knowledge of Town and Country Planning and other related legislation.</li> <li>• A good understanding of repair techniques and traditional detailing</li> <li>• Knowledge of the development process in relation to heritage assets.</li> <li>• The ability to use own initiative to effectively solve problems and form professional views.</li> <li>• Communicate effectively in oral and written forms, producing clear, accurate and concise reports/documentation.</li> <li>• Excellent attention to detail with the ability to produce accurate work.</li> <li>• Able to demonstrate excellent verbal and written communication.</li> <li>• The ability to negotiate and influence opinions to deliver successful outcomes</li> <li>• To be able to form good working relationships with others and work as an effective team member.</li> <li>• To be able to demonstrate effective organisational skills and the ability to</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to interpret, analyse and challenge evidence to enable informed decision making.</li> <li>• Ability to facilitate stakeholder engagement, motivate and enthuse partners and community groups</li> <li>• Experience in using GIS and databases</li> <li>• Ability to represent the Authority across a wide range of forums including being competent to give evidence/professional views in a public environment including planning committee/appeal hearings.</li> <li>• Enthusiasm to learn new skills and be responsible for your own personal and professional development</li> <li>• Ability to act with political sensitivity and awareness</li> </ul>	
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	<p>meet deadlines and other agreed priorities.</p> <ul style="list-style-type: none"><li>• Highly motivated, reliable and enthusiastic.</li><li>• Good IT skills and familiarity with Microsoft office to produce accurate documents/information</li><li>• Willing to show initiative for service improvements and developments.</li></ul>		
Specific behaviours relevant to the post	<ul style="list-style-type: none"><li>• Demonstrate the Council's Behaviours which underpin the Culture Statement.</li></ul>		Application / Interview
Other requirements	<ul style="list-style-type: none"><li>• Access to a vehicle for use for work purposes</li><li>• Current full driving licence</li></ul>	<ul style="list-style-type: none"><li>• Flexibility to meet the needs to occasionally work outside normal working hours</li></ul>	

**Person Specification dated**

**December 2021**

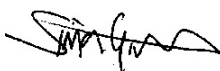
 <b>Stockton-on-Tees</b> BOROUGH COUNCIL	<b>KNOWN RISKS FOR THIS ROLE</b>
<b>DIRECTORATE:</b> Finance Development and Business Services	<b>SERVICE AREA:</b> Planning Services
<b>JOB TITLE:</b> Historic Buildings Officer	
<b>GRADE:</b> H, I, K (Career grade)	
<b>REPORTING TO:</b> David Bage (Principal Planning Officer)	

The following are the known risks for this role, more than one may apply. Where there are no known risks this will be indicated.

Known Risk	Yes/No
Is required to work at heights or on ladders	No
Is required to work in confined spaces or unusual environmental conditions where specialist equipment or breathing apparatus is needed	No
Is required to drive a Council vehicle or regularly transporting other person/clients/pupils in own vehicle as part of normal duties	No
Is required to drive an HGV/LGV/PCV/Minibus	No
Is required to undertake agriculture, horticulture or gardening work	No
At risk from noise that might affect an employee's health (will be required to wear ear protection)	No
Will be exposed to vibration likely to be above the exposure action level.	No
Is exposed to hazardous substances as detailed in Appendix 1	No
Is likely to be exposed to asbestos	No
Is at risk of a needle stick injury or human bite or could be exposed to blood, sewerage, bodily fluids.	No
May be exposed to lead or lead based products	No
Will handle food	No
Will require a health assessment for regular night working	No
Will be required to undertake the Display screen equipment training	Yes
Other known risks – please detail	-
No known risks associated with this role	-

**As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.**

Signature of Manager:



Date: 7/1/22