|  |
| --- |
| **Job Description** |
| **Post title** | Senior Conservation Officer |
| **JE Reference No** | N7183 |
| **Grade** | 10 |
| **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. |
|  |
| **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. |

|  |
| --- |
| **Description of role** |

The post holder will assist the Principal Design and Conservation Officer in the delivery and management 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.

|  |
| --- |
| **Duties and responsibilities** |

To assist the Principal Officer to deliver and manage the professional Design and Conservation by contributing to:-

* Specialist built design and conservation input into the development plan process, strategies and policies including Supplementary Planning Documents
* Sound and timely expert design and conservation advice into the development management process
* Expert witness contribution and representation for the Council at Inquiries, Hearings and at Court
* Concept statements, development and design briefs, and master planning strategies
* The delivery of the Council’s Conservation Area Character Appraisal and Management Plan Programme
* 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
* The input into the Historic Environment Record of the Council
* The Council’s response to the Local Heritage at Risk Register and other heritage assets in a programme to assess the relative changing condition
* A pragmatic and positive approach to constructive conservation practice
* Good appropriate advice and creative input into new design solutions to retain and enhance the unique character and sustainability of Durham
* The management, expert advice and delivery of targeted property based enhancement and repair schemes
* Design advice for neighbourhood public realm schemes
* Documents to guide developers, investors, Partnerships and the public in appropriate design and conservation good practice
* The review and manage of the content and timely updating of the design and conservation content of the Council’s website
* Effective and efficient protocols with regard to professional working arrangements and outcomes between external local, regional and national bodies such as English Heritage, CABE and the Design Council and government departments
* Assistance to the Team Leader in the formulation of service improvement initiatives

|  |
| --- |
| **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.*

|  |
| --- |
| Person specification |
|  | Essential | Desirable |
| Qualifications | * Degree or equivalent in architecture, town planning, urban design or built conservation
* Membership of relevant professional organisation
 | * Evidence of up to date continued professional development
 |
| Experience | Recent experience of:-* Team Working
* Providing high level specialist advice for or input into the statutory planning process
* Working in complex development scenarios
* Budgetary and financial management or monitoring
* Public presentation or media work
 | * Bidding for external funding or commissions
* Producing design solutions to deliver high level aspirations
* Operating a grant or similar initiative
* Presentation to committee, public inquiries or hearings
 |
| Skills & Knowledge | * High level up to date knowledge of design and conservation good practice and legislation, processess and procedures
* Excellent interpersonal skills verbal, written and graphic that relates to diversity of occasion
* Evidence of good stakeholder relations
* Ability to recognise key issues, identify solutions and provide key support to implementation
 | * Project management
* Confident IT integrated skills
* Knowledge of Web identity
* Business and commercial acumen
 |
| Personal Qualities | * Confident outgoing personality
* Positive enthusiasm to motivate others
* High level team consideration, integrity and discretion
* Evidence of flexible working approach to meet service and project demands
* Persevering approach to problem solving using creative flare
* Positive approach to customer focus on delivery and outcome
* May be required to work outside of normal office hours
* Access to a car or means of mobility support (if driving then must have a current valid driving licence and appropriate insurance)
 |  |