

## JOB DESCRIPTION

<b>Post Title:</b> Built Heritage and Design Officer Grade: Band 7	<b>Group - Service:</b> Local Services Group, Development Services <b>Workplace:</b> County Hall	<b>Office Use</b> <b>JE ref: 3772</b> <b>HRMS ref:</b>
<b>Responsible to:</b> Environment and Design Team Manager	<b>Date:</b> June 2020	<b>Manager Lever:</b>

**Job Purpose:** The post forms part of the Environment and Design Team within the Planning Service. Reporting to the Environment and Design Team Manager, the main responsibilities of this post are to advise and to represent the Council on all aspects of urban design and conservation in the built environment.

Resources	Staff	None
	Finance	Responsibility for project and grant related budgets and expenditure monitoring up to £250,000
	Physical	Maintain and operate service information systems, processes and procedures
	Clients	Assist in the development of policies and procedures whose application has a significant impact upon service users. Assist in dealing with the public to deliver the service, working with internal and external partners to deliver specialist advice, joint projects, delivery of Service Level Agreement services to partners.

### Duties and key result areas:

1. To work as part of the multi-disciplinary Environment and Design Team, and with other Built Heritage and Design Officers within that team, to deliver a building, design and historic area conservation service across the geographical area of Northumberland County Council.
2. To provide specialist-built design and conservation advice to the Development Management teams. This will include pre-application advice, commenting on applications, recommending conditions, advising on the discharge of conditions, monitoring work on site and preparation for and attendance at public inquiries and hearings.
3. To provide expert advice to internal and external customers on all matters relating to the councils' statutory and non-statutory planning functions. This may include providing advice on proposals with significant impacts on the public realm, on environmental improvement schemes, on complex and/or sensitive design matters and on the historic environment.
4. To provide design and building conservation policy input to the Local Plan, including Supplementary Planning Guidance as required.
5. To provide design and conservation advice and input into other Council policy documents and initiatives.
6. To advise on appropriate methods of repair, maintenance and alterations of historic fabric including advice on specialist repair techniques and availability of materials and skills.
7. To provide advice and creative input into new design solutions to retain and enhance the unique character and sustainability of Northumberland.
8. To liaise with and advise Building Control, Strategic Estates, Highways and other Council departments.
9. To designate and amend boundaries to conservation areas, assess design and new developments in conservation areas, prepare conservation area appraisals and management plans, Article 4 and 4(2) Directions and other supplementary planning documents.
10. To develop close working relations with Historic England, respond to consultations on statutory designations and undertake spot listing applications as required.
11. To assist with the preparation of a local list of buildings and heritage assets of special architectural or historic interest.
12. To represent the Council's building conservation and design interests on a wide range of partnership groups, including conservation area advisory committees and conservation area project steering groups.

- 
13. To advise enforcement officers in investigations of unauthorised works to listed buildings and works in conservation areas. This will include advising on repair and urgent works notices under Section 47 & 48 or Section 54 of the Planning (Listed Buildings & Conservation Areas) Act 1990 and Section 215 notices and on the serving of building preservation notices.
  14. Work with the Historic Environment Record Officer to maintain historic records and historic environment database systems including computer records of listed buildings, local listed buildings and photographic records.
  15. To provide education and outreach activities for local members and local communities, including involvement in Councillor and parish training events, and attendance at evening meetings.
  16. To provide advice and guidance on all current legislation and central government advice affecting built design and the protection of the historic environment.
  17. To provide design advice on development affecting the built heritage, including; the production of policy guidance and development briefs.
  18. To take action to reduce Buildings at Risk, to initiate and implement enhancement schemes on listed buildings and conservation areas and to provide specialist advice for heritage led regeneration schemes and other environmental improvement initiatives.
  19. To provide advice on conservation grant availability and on grant funded projects including Townscape Heritage Initiatives, Conservation Area Partnerships and other funding programmes.
  19. Other duties appropriate to the nature, level and grade of the post.
- 

#### **Work Arrangements b**

---

Physical requirements: Predominantly sitting or standing on site but occasional requirement to walk to remote or inaccessible sites, to access scaffolding and enter confined spaces. Occasional requirement for lifting files, documents and equipment of moderate weights.

Transport requirements: Involves travel to work at sites and area offices throughout the County and further a-field on occasion

Working patterns: Normal office hours with some evening and week-end meetings. Flexi-hours scheme applies.

Working conditions: Regular exposure to working outdoors in the full range of weather conditions

---



## PERSON SPECIFICATION

**Post Title:** Built Heritage and Design Officer

**Group - Service:** Local Services Group, Development Services

Ref:  
3772

### Essential

### Desirable

**Assess  
by**

#### Knowledge and Qualifications

Degree or postgraduate qualification in Historic Building Conservation, Urban Design, Architecture or another relevant subject  
Eligible for Full membership of the Institute of Historic Building Conservation or other relevant recognised professional body.  
Knowledge of historic building design and construction.  
Knowledge of techniques for the conservation, management and enhancement of historic buildings and areas.  
Knowledge of funding regimes and opportunities for historic building conservation.  
Knowledge of development management and strategic planning elements of the town and country planning system.  
Knowledge of the legislative and policy framework relating to urban design and the conservation of the historic environment,  
Knowledge of technical skills for the repair and maintenance of historic buildings, and architectural history.

Post graduate qualification in Historic Building Conservation and/or Urban Design

### Experience

Recent experience of providing building conservation and design advice within the strategic planning and development management system.  
Recent experience of providing building conservation and design advice to property managers and owners.  
Recent experience of contributing to a Local Plan or equivalent plan drafting process.

Experience of complex EIA casework and the process of planning appeals and public inquiries.

Experience of Conservation Area Assessments

Experience of working with communities

Recent experience of managing grant budgets and schemes

### Skills and competencies

Ability to assess the significance of historic buildings and areas and advise on appropriate conservation techniques and materials.

Effective presentation skills

Ability to assess the conservation and design implications of complex development and regeneration proposals

Ability to provide advice and creative input into new design solutions

Ability to communicate advice effectively.

Ability to draft reports and pamphlets on matters of design, historic and architectural detail.

Well-developed communication and negotiation skills and ability to work as part of a team.

Competence in use of standard word processing, database and spreadsheet programmes.

Ability to advise on appropriate methods of repair.

Ability to understand and interpret legal documents and advisory circulars.

Ability to express ideas and concepts using graphics

### **Physical, mental and emotional demands**

Ability to organise and undertake detailed iterative analysis of evolving documents.

Ability to organise and prioritise heavy workload comprising a mixture of casework and longer-term project work.

Ability to advocate positive outcomes for the historic environment in situations of competing priorities.

Ability to work outdoors in inclement weather conditions.

Ability to work without close direct supervision.

### **Other**

Able to meet the transport requirements of the post