



JOB DESCRIPTION

This form summarises the purpose of the job and lists its key tasks. It may be varied from time to time at the discretion of the Authority, in consultation with the postholder.

Job title	Assistant Conservation and Urban Design Officer (Grade 6) Conservation and Urban Design Officer (Grade 7) Senior Conservation and Urban Design Officer (Grade 8)
Reports to	Team Leader – Design and Conservation
Team	Design and Conservation Team
Grade	Career graded 6 to 7 to 8
Last updated	27 April 2023

Job Summary

- To provide specialist advice to proactively manage, promote, and deliver high-quality conservation of the historic built environment and urban design in East Hertfordshire.
- To provide specialist conservation and urban design advice on pre-applications, masterplans and design codes, planning and listed building consent applications, and appeals.
- To assist with the preparation and updating of policy and guidance which pro-actively manage and enhance the District's important natural and historic built assets and deliver high-quality and sustainable conservation of the built environment and urban design.
- To provide advice that adds value to the development process, follows relevant conservation good practice and guidance, and is balanced and outcome focused.

Key Tasks

Operational Responsibilities

- To work as part of a multi-disciplinary team to provide specialist technical advice to the public, developers, agents, members, other departments of the Council, and other persons and bodies as appropriate, in connection with heritage and urban design issues in writing, by telephone or virtual meeting, or at an in-person meeting.

- To provide specialist, balanced advice for pre-applications, masterplans and design codes, planning applications, and listed building consent applications in relation to the conservation of the historic built environment and urban design. This should be provided in a timely manner and be reasonable, realistic, and defensible.
- To help deliver a programme of proactive work; this will include the production, monitoring, and/or updating of Conservation Area Appraisals, the East Herts Heritage at Risk Register, Local Lists of non-designated heritage assets, and other guidance and advice.
- To help develop website material in relation to heritage and the conservation of the historic built environment to maximise opportunities for self-service.
- To take an open-minded approach in relation to proposals which incorporate modern design and historic buildings and as appropriate provide practical advice on how development can be used to conserve and enhance important assets, and benefit placemaking.
- To provide pragmatic advice on how to integrate renewable energy and other sustainability measures within development proposals in relation to pre-applications, masterplans and design codes, planning applications and listed building consents, and appeals.
- To work with Development Management colleagues to provide an excellent pre-application advice service which provides certainty and clarity on conservation and urban design matters and to proactively work together with internal and external partners, and applicants and their representatives, to discuss issues and find the best solutions.
- To engage proactively with the Council's learning and development programmes, including the Performance Development Review (PDR) process.
- To display the Council's values and behaviours, looking to support, assist and improve the delivery of the service to customers.

In addition to the above, at Grade 7 the postholder will be expected:

- To work collaboratively with applicants and their representatives, internal and external partners, and other stakeholders, providing specialist heritage advice to shape high-quality urban design frameworks including Neighbourhood Plans, masterplans, and design codes.
- If the post-holder does not have a suitable post-graduate qualification or similar, then the postholder must pursue an appropriate course of study, supported by the Council, to achieve an appropriate post-graduate qualification.

In addition to the above, at Grade 8 the postholder will be expected:

- To participate in multi-disciplinary team meetings, providing specialist advice on strategic sites to secure high-quality developments as part of the Council's growth agenda.
- To support the preparation and presentation of the Council's case at planning appeals, including hearings and public inquiries, acting as the council's expert witness on heritage issues, and where required, urban design issues.
- To contribute to a culture of continuous improvement and work with the rest of the team to propose and take ownership of measures to improve customer service and service delivery.

Management / Supervisory / Team Working Responsibilities

- A motivated team player, able to work well with peers and other colleagues and collaborate to meet service objectives.

In addition to the above, at Grade 7 and Grade 8 the postholder will be expected to:

- To demonstrate a clear understanding of their role and their colleagues' roles in the overall service.

Communication & Contacts

- Ability to understand and articulate conservation and urban design issues at a level commensurate to the grade of the role.
- Ability to work well within a multi-disciplinary team environment, understanding and drawing on the expertise and skills of others.
- To be diplomatic, professional, pragmatic, and with an ability to demonstrate a tactful approach when dealing with difficult circumstances.
- Display the values and behaviours of the Council in all contacts, ensuring the delivery of a high-quality and respected service.
- Contacts will include: Head of Planning & Building Control, the Council's Leadership Team, Service Managers, Team Leaders, departmental colleagues, and East Herts Councillors; external Council partners; planning professionals, developers, and architects; applicants; residents; and members of public and representative groups.

In addition to the above, at Grade 7 and Grade 8 the postholder will be expected:

- To give informed and professional advice on development proposals in written and drawing based formats.
- To exhibit strong negotiation skills where appropriate to enhance proposals and secure heritage and design benefits.

Service Delivery

- To work as part of the Design and Conservation Team to ensure the delivery of an effective, high-quality and respected service to customers.
- To follow priorities as set by the Team Leader and Service Manager.
- To ensure that all performance targets are met, including personal targets and service targets.
- To ensure established standards of customer care are maintained.
- To maintain professional competence and ensure relevant training is undertaken.
- To ensure that agreed projects are delivered to timescale and within budget.

Career Grade Progression Guidance – Moving from Grade 6 to Grade 7 to Grade 8

- Progression from Grade 6 to Grade 7 to Grade 8 will not be automatic.

- It will depend on the employee demonstrating the ability to meet the criteria set out in the Person Specification for the higher grade and being able to evidence and demonstrate the appropriate level of competency.
- Formation, agreement, and implementation of an ongoing training plan to maintain and develop professional competence and personal development will also need to be evidenced.



PERSON SPECIFICATION

This form summarises the purpose of the job and lists its key tasks. It may be varied from time to time at the discretion of the Authority, in consultation with the postholder.

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We want the postholder to be able to demonstrate the following competencies to a high-level and want to use these to the full in their work. This is more important than having a great deal of direct experience of the job content, and we will be looking for evidence of all the following key competencies during the selection process, if you are shortlisted.

- Personal effectiveness
- Proactive
- Managing relationships
- Communication
- Customer focus
- Commercial focus*

Key Criteria

Qualifications and Experience – Grade 6

- Graduate degree in Architecture, Landscape Architecture, History, Planning, or other demonstrably relevant degree.
- Affiliate of the Institute of Historic Building Conservation (IHBC) or a willingness to achieve this status.

Qualifications and Experience – Grade 7

- Graduate degree in Architecture, Landscape Architecture, History, Planning, or other demonstrably relevant degree.
- Affiliate of the Institute of Historic Building Conservation (IHBC) or a willingness to achieve this status.

- Working towards a relevant post-graduate qualification in Heritage Conservation or similar.

Qualifications and Experience – Grade 8

- Graduate degree in Architecture, Landscape Architecture, History, Planning, or other demonstrably relevant degree.
- A relevant post-graduate qualification in Heritage Conservation or similar.
- Associate or Full membership of the Institute of Historic Building Conservation (IHBC), or demonstrable eligibility for associate or full membership and a willingness to achieve this status.

Specialist Knowledge and Job Requirements – Grade 6

- Knowledge of the historic environment and the role of urban design in delivering high-quality places.
- At Assistant Conservation and Urban Design Officer Level, post holders should be able to demonstrate experience of dealing with work at a commensurate level or at the level that aspires to that of the post.

Specialist Knowledge and Job Requirements – Grade 7

- Knowledge of the planning system including planning policy, development management, and the role of heritage and urban design in delivering high-quality places.
- Knowledge of historic building conservation, the conservation of other built heritage types, an understanding of the setting of heritage assets, and an understanding of the fundamentals of good architectural design.
- An ability to read and understand existing and proposed site plans, floorplans, cross sections, elevations, framing plans, detailed technical drawings, perspective drawings, or other plans as appropriate, and give feedback where needed.
- Some experience of providing specialist conservation advice as a consultee for pre-applications and planning applications, or experience of assessing proposals in another relevant form.
- Some experience of working within a customer focussed environment and dealing with the public, and the ability to demonstrate a sound knowledge of customers and their priorities relevant to the service area.
- Excellent IT and computing skills.
- Experience of the use of specialist planning-related software and GIS mapping systems is desirable, however appropriate training can be given in this regard.

Specialist Knowledge and Job Requirements – Grade 8

- As above, plus -
- Experience of providing specialist conservation and urban design advice as a consultee for pre-applications, planning applications and appeals, or extensive experience of assessing proposals in another relevant form.
- Experience of developing heritage strategies and policy guidance such as Conservation Area Appraisals, Local Lists, Heritage at Risk Registers, and heritage guidance.

- Experience of working with communities and other stakeholders to shape and prepare policy and guidance.
- Experience of working collaboratively and in partnership arrangements to achieve excellent heritage outcomes and excellent urban design.
- Experience of using graphical and design skills, to communicate ideas and advice.

Management/Supervisory/Team Working – Grade 6

- A motivated team player, able to work well with peers and other colleagues and collaborate to meet service objectives.

Management/Supervisory/Team Working – Grade 7 and Grade 8

- As above, plus:
- Ability to work independently and use judgement to seek support when required.

Communication and Contacts – Grade 6

- Good written and verbal communication skills.
- Ability to assimilate and understand communications they receive and act on them appropriately.
- Ability to demonstrate efficient, effective, and proactive communication skills.
- Ability to understand the needs of the identified customer.

Communication and Contacts – Grade 7 and Grade 8

- As above, plus:
- Demonstrate understanding of and identify other interested parties, professionals, councillors, and members of public.

Service Delivery – Grade 6

- Understanding of meeting performance targets.

Service Delivery – Grade 7 and Grade 8

- As above, plus:
- Evidence of meeting performance targets.
- Efficient and effective approach to workload prioritisation and achievement of excellence/ consistent quality in outcomes.
- Understanding of, and commitment to, effective levels of customer service.
- Delivery of projects to identified timescale and budget constraints.

Other – All Grades

- A good team worker demonstrating loyalty and commitment to the Council and team members.
- Open, approachable, and communicative manner.
- Holds a current driving licence. Officers will be expected to visit and inspect buildings, land and development sites and other locations.
- Commitment to training and learning.
- Ability and willingness to work flexibly in terms of location and utilising range of IT support.

- The council is committed to safeguarding and promoting the welfare of all its residents specifically children and vulnerable adults. The council expects all staff to have an understanding of Safeguarding and to share this commitment.