



## Job Description

Service:	Planning
Job title:	Conservation Assistant
Grade:	E
Hours of work:	37
Responsible to:	Conservation and Environment Team Leader
Responsible for : none	
Budget:	N/A

### **Purpose of Post:**


#### **Main Duties and Responsibilities:**

To provide specialist technical advice on a variety of heritage issues affecting the whole District. Working as part of a busy team the post holder will be primarily support the existing conservation team members and will provide appropriate specialist inputs into the assessment of proposals and the development of policy, which may affect listed buildings and conservation areas. The role will provide an opportunity for you to develop your passion for working in the historic environment and learning from an experienced team of specialists.

### **Key Deliverables:**

1. To support and work with existing members of the Conservation Team in delivering timely outcomes.
2. To provide specialist technical advice to the public, developers, agents, members, other departments of the Council, and other persons/bodies as appropriate, in connection with heritage issues in writing, by telephone or in person and with support from existing team members.
3. To provide specialist technical advice relating to historic buildings, conservation areas and other applicable design matters in relation to planning applications and all other development consents.
4. To support and work with existing members of the Conservation Team in seeking the repair of historic buildings where required.
5. To prepare and consult upon Policy Statements including Conservation Area character statements and other initiatives that relate to conservation and design.
6. To support and work with existing members of the Conservation Team in realising the objectives of the service through maximising information and advice on the dedicated pages on the Councils website.
7. To support the Corporate Service Plan objectives, working across the organization on Conservation matters as appropriate.
8. To assist the Conservation and Environment Team Leader and/or Enforcement Team Leader and/or planning officers on appeals as required.
9. To assist planning officers at Development Management committee as requested.
10. Other duties and responsibilities expressed and implied which arise from the nature and character of the post within the section or department.

<p><b>Knowledge and Qualifications</b></p>	<p>Knowledge of, legislation relating to listed buildings and conservation areas. (E)</p> <p>A passion for working with the historic environment. (E)</p> <p>Degree or equivalent qualification in a relevant subject area including Conservation, Architecture, Planning or Urban Design. ( E )</p> <p>Eligible or working towards membership of the IHBC. (D)</p>
<p><b>Experience</b></p>	<p>This is a graduate entry level position and whilst experience in this field would be desirable it is not essential.</p>
<p><b>Skills and Abilities</b></p>	<p>To provide specialist advice to stakeholders and to support the work of the other conservation team members.</p> <p>Ability to present written information in a structured and balanced way appropriate to the needs of the reader.</p> <p>Ability to present verbally at Development Management Committee in a structured and professional manner.</p> <p>Ability to understand and interpret legislation and case law.</p> <p>Organisational skills and ability to meet deadlines.</p> <p>Standard Keyboard skills and ability to use Microsoft packages.</p> <p>Ability to work on building sites or in old buildings safely.</p> <p>Clear and concise written and spoken communication skills.</p> <p>A current driving licence.</p>
<p><b>Decision Making and Impact on Others</b></p>	<p>The ability and professionalism to be able to provide advice and to justify your recommendations to different stakeholders. The ability to</p>

	<p>communicate this process and negotiate outcomes with others.</p> <p>No direct decision-making responsibilities.</p>
<p><b>Communication with Internal and External Customers</b></p>	<p>This role will work as part of an established team providing advice to colleagues within the Planning Department and across the Council.</p> <p>20% of your role will be engaging with members of the public responding to general heritage enquiries working on site and providing advice.</p>
<p><b>Personal Attributes and Other Requirements</b></p>	<p><b>Example:</b> Willing to travel and occasionally work unsocial hours including occasional weekends and evenings.</p> <p>Be a good team worker demonstrating loyalty and commitment to the organisation and the Service and the ability to work on own initiative.</p>
<p><b>HDC values</b></p> 	<p>The values outlined below reflect our collective positive attitude and how all staff are expected to work together as one team.</p> <p><b>Inspiring:</b> We have genuine pride and passion for public service; doing the best we can for customers.</p> <p><b>Collaborative:</b> We achieve much more by working together, and this allows us to provide the best service for customers.</p> <p><b>Accountable:</b> We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers.</p> <p><b>Respectful:</b> We respect people's differences and are considerate to their needs.</p> <p><b>Enterprising:</b> We use drive and energy to challenge the norm and adapt to changing circumstances. We are always ready for challenges and opportunities, and we embrace them.</p>



### **Safeguarding and promoting the welfare of children and young people/vulnerable adults**

Huntingdonshire District Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.

- Ability to safeguard and promote the welfare of children and young people/vulnerable adults
- Demonstrates understanding of safeguarding issues