

# Job Description

## 1 Job details

<b>Job title:</b>	<b>Building Design and Conservation Officer</b>
<b>Team:</b>	Policy
<b>Directorate:</b>	Strategy and Planning
<b>Post number:</b>	TBC
<b>Hours per week:</b>	37 (full-time)
<b>Grade:</b>	Career Grade (Band 4 – 7)
<b>Base:</b>	Town Hall, Lymington
<b>Accountable to:</b>	Policy and Conservation Manager
<b>Responsible for:</b>	N / A
<b>Indirectly responsible for:</b>	N / A
<b>Budget Responsible Officer (BRO):</b>	No
<b>Car user:</b>	Casual
<b>Politically restricted:</b>	No
<b>Does this post involve working with children and/or vulnerable people?</b>	No
<b>Membership of professional body required:</b>	Institute of Historic Building Conservation membership is desirable
<b>Key liaisons:</b>	<ul style="list-style-type: none"> <li>▪ National Park Authority staff</li> <li>▪ NPA members</li> <li>▪ Partner organisations</li> <li>▪ Land and building owners</li> <li>▪ Developers, agents and applicants</li> <li>▪ Local communities and interest groups</li> <li>▪ Building contractors</li> <li>▪ National agencies</li> </ul>

## 2 Role summary

- 2.1 To assist in the conservation and understanding of the New Forest National Park's built heritage by use of statutory controls and non-statutory advice and action.
- 2.2 To promote high standards of design in the built environment and contribute professional advice to the NPA's development control service and applicants.

## 3 Main duties and responsibilities

- 3.1 At base level, work will be of a more simple and straightforward nature, and will be undertaken with support from more experienced staff. The postholder will be

expected to undertake all duties in consultation, as necessary, with the Senior Building Design and Conservation Officer:

- Review and revise the listed building condition survey and monitor the condition of listed buildings
- Develop, maintain and use a comprehensive database/record system of listed buildings and conservation areas
- Take urgent action to safeguard listed buildings including statutory action, the administration of urgent works contracts and monitoring of works on site
- Prepare and implement a programme of action aimed at securing the long-term conservation of threatened listed buildings in consultation with the Senior Building Design and Conservation Officer
- Designate, appraise and review conservation areas and proposals for their protection and enhancement
- Advise on design issues in relation to the implementation of consents

### 3.2 Progression criteria:

At full competence, the postholder will be expected to undertake complex duties with minimal day to day support, including:

- Provide specialist advice and help to the public and other professionals on conservation of the built environment
- Initiate, secure funding for, and project manage environmental improvement schemes
- Submit buildings to the Department for Digital, Culture, Media and Sport for consideration for listing, including the service of Building Preservation Notices
- Advise on listed building and conservation area consent applications and planning applications related to historic buildings and on associated appeals, enforcement and prosecution and ensure that designs are implemented in accordance with the relevant permissions or agreements
- Provide expert opinion on behalf of the NPA at Planning Inquiries, Informal Hearings and in legal proceedings
- Prepare and publish guidance on building conservation and design issues and organise displays, seminars and public meetings
- Produce conservation and design policies for the NPA's Local Plan and Supplementary Planning Documents
- Provide the conservation advice/input to development and design briefs and other supplementary planning guidance
- Investigate and co-ordinate opportunities for the implementation of national initiatives including funding towards building conservation and environmental improvement

## **4 Skills, knowledge and experience**

### 4.1 At base level the postholder will have:

- A degree (or equivalent) in building conservation, planning, or other planning-related discipline
- Membership of, or currently or ultimately working towards full membership of the Institute of Historic Building Conservation
- An ability to talk with and listen to all kinds of people and deal with confrontational situations in a professional manner, demonstrating excellent customer care skills
- An ability to explain issues in a simple language

- The postholder requires a high level of tolerance and flexibility of attitude
- Computer literacy, including use of Microsoft Word, Excel and Outlook

#### 4.2 Progression criteria:

Progression beyond band 6 can only be achieved when the post holder has:

- A sound knowledge of traditional building techniques
- A knowledge of the cause and effect of basic building failures
- Familiarity with a wide range of communication media
- Ability to illustrate ideas rapidly and effectively
- The ability to write clearly and concisely
- Three years' experience in building conservation
- Full membership of the Institute of Historic Building Conservation
- Demonstrable project management skills
- The ability to perform all aspects of the role with minimal support
- The ability to assist in the guidance of less experienced/support staff

### 5 **Problem solving**

5.1 Initially, problem solving will be on the more routine aspects of Building Design and Conservation work guided by policies and procedures. This will grow to cover solving a wide range of problems within the field of building conservation and design. Examples of this are:-

- Encouraging new uses for redundant historic buildings
- Devising technical solutions to construction problems
- Structuring negotiations to achieve compromise between owner requirements and conservation objectives

#### 5.2 Progression criteria:

Progression beyond band 6 can only be achieved when the post holder is capable of:

- Solving complex problems on the full range of Building Design and Conservation issues, with minimum support
- Resolving conflicting member interests
- Formulating legal agreements to link planning gain to conservation objectives.

### 6 **Decision making**

6.1 The postholder will be required to make day to day decisions on all duties in accordance where appropriate with written procedures and under the general supervision of the Senior Building Design and Conservation Officer.

6.2 The postholder has a major input into public awareness of the value of design and conservation and public perception of the Authority's performance. It is important that the postholder refers to the Senior Building Design and Conservation Officer where decisions fall out of previous experience.

#### 6.3 Progression criteria:

Progression beyond band 6 can only be achieved when the post holder can undertake a wide range of design decisions independently, in conjunction with colleagues and in meetings with applicants and other outside agencies. The work to be carried out is of a highly specialist nature and requires the postholder to work on their own, with minimal support.

## **7 Operational responsibility**

- 7.1 No responsibility for staff.
- 7.2 Responsibility for safe storage of data relating to the job.

## **8 Communication**

- 8.1 You will be representing the NPA through professional and technical competence demonstrated, the quality and persuasiveness of advice given and the effectiveness of engagement.
- 8.2 Excellent communication skills both oral and written are required as is political awareness. Direct communication with property owners, agents, community groups, partners, national agencies and members will be required.
- 8.3 You will be able to demonstrate experience of interpreting and presenting complex or specialist matters with logic, authority and persuasion. You should be at ease when negotiating, with the ability to achieve objectives with the minimum of confrontation.
- 8.4 You will have confidence in your own abilities and the ability to see other people's viewpoints and build on their ideas and suggestions. You will handle conflict constructively, working with others to buy them in, gain their commitment and achieve win-win results.

## **9 Working conditions**

- 9.1 The post holder will work from an office base but will be required to undertake frequent site visits and frequent travel for meetings.
- 9.2 There will also be a requirement that the person appointed will work outside normal office hours in order to meet the needs of the job.
- 9.3 The position may involve personal contact with people with differing views to the NPA's objectives.

## **10 General**

- 10.1 The post holder must at all times carry out his/her responsibilities with due regard to NPA policy and procedures.
- 10.2 All staff have a responsibility to participate in the NPA's Appraisal Scheme and to contribute to their own development, and the development of any staff they appraise or are responsible for.

## **11 Confidentiality**

- 11.1 In the course of your employment you will have access to confidential information relating to NPA business. You are required to exercise due consideration in the way you use such information and should not act in any way prejudicial to the NPA's interests. Information which may be included in the category which requires extra consideration covers both access to and the general business of the NPA and information regarding individuals. If you are in any doubt regarding the use of information in the pursuit of your duties you should seek advice from your manager before communicating such information to any third party.

## **12 Health and safety**

- 12.1 Employees must be aware of the responsibility placed on them under the Health and Safety at Work Act (1974) to maintain a healthy and safe working

environment for both staff and visitors. Employees also have a duty to observe obligation under the NPA and departmental Health and Safety policies, and to maintain awareness of safe practices and risk assessment.

#### **14 Financial regulations**

- 14.1 All staff are responsible for security of the property of the Authority, avoiding loss or damage of property, and being economical and efficient in the use of resources. Staff should conform with the requirements of the NPA's financial procedures.

#### **15 Job description agreement**

- 15.1 The above Job Description is not intended to be exhaustive, the duties and responsibilities may therefore vary over time according to the changing needs of the service.

**Job holder's  
signature:** \_\_\_\_\_

**Date** \_\_\_\_\_

**Manager's  
signature:** \_\_\_\_\_

**Date** \_\_\_\_\_

# Person Specification

## Building Design and Conservation Officer

Criteria	Essential	Desirable	Assessed by
<b>Education / qualifications</b> A degree or post graduate qualification in a relevant discipline (e.g. building conservation)  Membership of professional institute e.g. IHBC, RTPI, RIBA, CIOB, RICS	Y	Y	A / A
<b>Experience</b> Demonstrable post qualification experience in a building design/conservation role		Y	A / I
<b>Knowledge</b> Understanding the pressures on and threats to protected landscapes such as New Forest National Park.  A thorough understanding of the development process and the relevance of design at all levels.  Full working knowledge of relevant legislation.  Methods of effective public engagement and consultation.  Competent over a range of building conservation issues including traditional building techniques, dating buildings and features, cause and effects of basic building failure.	Y	Y	A / I / A / I / A / I
<b>Skills</b> Excellent communication skills both oral and written  IT literate using Microsoft applications  Ability to work under pressure, use own initiative and analytical judgment  Ability to negotiate to achieve objectives  Ability to prioritise conflicting tasks with competing deadlines  Proven project management skills.	Y	Y	A / I / A / I / A / I / I / I / A / I
<b>Impact and attributes</b> An ability to analyse a range of situations and to exercise judgment and use initiative where these are in conflict.	Y		I

Evidence assessed by key:

A = Application form  
 I = Interview  
 T = Testing / assessment / presentation