

Job Description

1 Job details

Job title:	Senior Building Design and Conservation Officer
Team:	Policy and Conservation
Directorate:	Strategy and Planning
Post number:	P02075
Hours per week:	37
Grade:	Band 8
Base:	Town Hall, Lymington
Accountable to:	Policy and Conservation Manager
Responsible for:	N / A
Budget Responsible Officer (BRO):	No
Car user:	Casual
Politically restricted:	No
Does this post involve working with children and/or vulnerable people?	No
Membership of professional body required:	Yes – Institute of Historic Building Conservation membership is desirable
Key liaisons:	<ul style="list-style-type: none"> ▪ New Forest National Park Authority (NPA) staff ▪ NPA members ▪ Partner organisations ▪ Land and building owners ▪ Developers, agents and applicants ▪ Local communities and interest groups ▪ Building contractors ▪ National agencies

2 Role summary

- 2.1 To promote the conservation and understanding of the historic built environment of the National Park by use of statutory controls and non-statutory advice, initiatives 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.
- 2.3 To help implement projects for the management and enhancement of the built environment.
- 2.4 Raise awareness, appreciation and understanding of the central role of the historic environment in the National Park.

3 Main duties and responsibilities

Protection of the character of the built heritage of the New Forest

- 3.1 Investigate, develop and implement initiatives, including public engagement and consultation, to protect the character of the built heritage of the New Forest National Park.
- 3.2 Co-ordinate the NPA's annual Building Design Awards to encourage high standards of design in new built development in the National Park.

Development management

- 3.2 Assess and critically evaluate development proposals and where appropriate initiate and discuss alternative design ideas with development management officers and with agents and applicants with a view to agreeing schemes.
- 3.3 Advise on design issues in relation to the implementation of consents.
- 3.4 Provide expert opinion on behalf of the NPA at Planning Inquiries, Informal Hearings and in legal proceedings where development proposals are refused permission on design and/or conservation grounds.

Conservation areas

- 3.5 Designate, appraise, review and develop management proposals for conservation areas and proposals for their protection and enhancement. In particular work with local communities in the development and implementation of action plans for their conservation areas.

Listed building consents

- 3.6 Provide advice on listed building consent applications.
- 3.7 Ensure that consents are implemented in accordance with relevant permissions or agreements.
- 3.8 Provide expert opinion on behalf of the NPA at Planning Inquiries, Informal Hearings and in legal proceedings.
- 3.9 Provide advice on enforcement action and represent the NPA in prosecutions.

Listed buildings

- 3.10 Propose buildings to the Department for Digital, Culture, Media and Sport for consideration for listing, including the service of Building Preservation Notices.
- 3.11 Review and revise the listed building condition survey, monitor and report on the condition of listed buildings and maintain an up-to-date listed buildings at risk list.
- 3.12 Advise on action to be taken to safeguard listed buildings at risk including statutory action, the administration of urgent works contracts and monitoring of works on site.
- 3.13 Develop and implement a programme of action aimed at securing the long term conservation of listed buildings at risk.

Funding

- 3.14 Assist in the planning and co-ordination of Heritage Lottery Funding projects for the implementation of heritage training initiatives for the built environment, such as traditional building skills.

Strategy and Policy

- 3.16 Assist in the preparation of building conservation and design policies for the Local Development Documents.
- 3.17 Provide building conservation and design advice input to development and design briefs and other supplementary planning documents.
- 3.18 Respond to national consultations which may impact on design issues or the historic built environment.

Specialist advice, guidance and records

- 3.19 Provide specialist advice and help to the public and other professionals on building design and conservation matters.
- 3.20 Develop guidance on building conservation issues for the purpose of raising public awareness of the NPA's objectives and improving the technical competence of owners, agents and builders; including publications, displays, presentations, talks to local groups, seminars and public meetings.
- 3.21 Assist in the development of guidance on building design issues.
- 3.22 Maintain and use a comprehensive electronic record of listed buildings, buildings of local interest and conservation areas as part of the NPA's historic environment record and be familiar with and use other available historic environment record data.

4 Problem solving

- 4.1 You will be required to use a high level of initiative in management of your own projects and professional decision making.
- 4.2 Project work will involve a strategic approach to the management of the historic built environment of the National Park.
- 4.3 The environmental objectives of the National Park need to be explained and translated, in terms of special sites, with skill and commitment.

You therefore require:

- A thorough understanding of the development process and the relevance of design at all levels.
 - The ability to present the NPA's case on matters of building design and to discuss the design/construction process with others having widely varied interests which may be in conflict with the National Park's objectives.
 - A disciplined response to consultations within a specified timescale.
- 4.4 You will need to solve a wide range of problems within the field of building conservation. These include encouraging new uses for redundant historic buildings; devising technical solutions to construction problems; formulating legal agreements to link planning gain to conservation objectives; structuring negotiations to achieve compromise between owner requirements and conservation objectives.
- 4.5 You will have to make a wide range of design decisions independently, in conjunction with colleagues and in meetings with applicants and other outside agencies.
- 4.6 On-site problem solving may be required, to resolve unexpected practical difficulties or in response to changing external circumstances. This will demand the ability to maintain a flexible approach under pressure of client deadlines

and budgets, and a sensitive and mature approach to decision making in order to know when to make a quick decision or seek further advice.

5 Decision making

- 5.1 The postholder will be required to make a wide range of decisions independently, in conjunction with colleagues and with outside agencies and the public. The work to be carried out is of a specialist nature and requires the postholder to work on their own with minimal support.

6 Operational responsibility

- 6.1 No responsibility for staff.
- 6.2 Responsibility for safe storage of data relating to the job.

7 Communication

- 7.1 You will be representing the NPA through professional and technical competence demonstrated, the quality and persuasiveness of advice given and the effectiveness of engagement.
- 7.2 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.
- 7.3 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.
- 7.4 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.

8 Working conditions

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

9 General

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

10 Confidentiality

- 10.1 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.

11 Health and safety

- 11.1 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.

12 Financial regulations

- 12.1 All staff are responsible for security of the property of the NPA, 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.

13 Job description agreement

- 13.1 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

Senior Building Design and Conservation Officer

Criteria	Essential	Desirable	Assessed by
Education / qualifications 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
Experience Demonstrable post qualification experience in a building design/conservation role	Y		A / I
Knowledge Understanding the pressures on and threats to protected landscapes such as the 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
Skills 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
Impact and attributes 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