

# Job Description



## 1 Job details

<b>Job title:</b>	<b>Building Design and Conservation Officer</b>
<b>Team:</b>	Policy and Conservation
<b>Directorate:</b>	Strategy and Planning
<b>Post number:</b>	P02076
<b>Hours per week:</b>	Up to 37
<b>Grade:</b>	Career Grade 4–7 <i>Progression through the bands will be dependent on satisfactory performance also identified at the annual appraisal process. This is in addition to meeting the minimum criteria set out in the job description for each band.</i>
<b>Base:</b>	Town Hall, Lymington
<b>Accountable to:</b>	Policy and Conservation Manager
<b>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>• New Forest National Park Authority (NPA) 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 of the New Forest National Park's built heritage by use of statutory controls and non-statutory advice and action. The conservation and understanding of the built environment of the New Forest is key to the delivery of the two statutory National Park purposes.
- 2.2 To promote high standards of design in the built environment and contribute professional advice to the NPA's planning service and applicants.

### **3 Main duties and responsibilities**

3.1 At base level, work will be undertaken with support from more experienced staff. The postholder will be expected to undertake all duties in consultation, as necessary, with colleagues within the team:

- Review and revise the listed building condition survey and monitor the condition of listed buildings
- Work with local communities and other partners to identify locally important assets to be added to the existing New Forest National Park 'local list'
- Develop, maintain and use a comprehensive database/record system of listed buildings and conservation areas
- Prepare and implement a programme of action aimed at securing the long-term conservation of threatened listed buildings in consultation with the colleagues within the team
- Support the designation, appraisal and review of conservation areas in the National Park 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
- Submit buildings to the Department for Digital, Culture, Media and Sport for consideration for national listing
- 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
- Support the preparation of conservation and design policies for the NPA's Local Plan and Supplementary Planning Documents/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 or conservation-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
- A high level of tolerance and flexibility of attitude
- Computer literacy, including use of Microsoft Word, Excel, Outlook.

#### 4.2 Progression criteria:

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

- A sound knowledge of traditional building techniques and materials
- 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 be achieved when the post holder can:

- Solve complex problems on the full range of building design and conservation issues, with minimum support
- Resolve conflicting interests
- Formulate legal agreements to link planning gain to conservation objectives.

### **6 Decision making**

6.1 Make day to day decisions on all duties in accordance where appropriate with written procedures and under the general supervision of colleagues within the Policy and Conservation team.

6.2 Have a major input into public awareness of the value of design and conservation and public perception of the NPA's performance. Refers to senior colleagues where decisions fall out of previous experience.

#### 6.3 Progression criteria:

Progression beyond band 6 can 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 Represents 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.
- 8.3 Demonstrates experience of interpreting and presenting complex or specialist matters with logic, authority and persuasion. At ease when negotiating, with the ability to achieve objectives with the minimum of confrontation.
- 8.4 Confidence in own abilities and the ability to see other people's viewpoints and build on their ideas and suggestions. Handles conflict constructively, working with others to buy them in, gain their commitment and achieve win-win results.

## **9 Working conditions**

- 9.1 Work is home/office based but there will be frequent travel required to undertake site visits and to attend meetings within and just beyond the boundary of the National Park.
- 9.2 An occasional requirement to 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 their 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 Job description agreement**

- 11.1 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)	Y		A
Membership of professional institute e.g. IHBC, RTPI, RIBA, CIOB, RICS		Y	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.		Y	A / I
A thorough understanding of the development process and the relevance of design at all levels.		Y	A / I
Full working knowledge of relevant legislation.	Y		A / I
Methods of effective public engagement and consultation.		Y	A / I
Competent over a range of building conservation issues including traditional building techniques, dating buildings and features, cause and effects of basic building failure.	Y		A / I
<b>Skills</b>			
Excellent communication skills both oral and written	Y		A / I
IT literate using Microsoft applications	Y		A / I
Ability to work under pressure, use own initiative and analytical judgment	Y		A / I
Ability to negotiate to achieve objectives	Y		I
Ability to prioritise conflicting tasks with competing deadlines	Y		I
Proven project management skills.		Y	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