

JOB DESCRIPTION

Job title: Conservation Officer
Directorate: Planning
Grade: 5

JOB CONTEXT / DIMENSIONS / RELATIONSHIPS:

Reports to: Major Planning Projects and Performance Manager
Manages: None
Liaison with: All relevant stakeholders, internal and external

JOB PURPOSE:

- Provide comprehensive specialist historic building, conservation and related design services
- Work in partnership on projects and the development of planning policy which have an impact and influence on the historic environment of the National Park.
- Manage projects to ensure the preservation and enhancement of the historic built environment and conservation areas of the South Downs National Park.
- Promote the conservation and enhancement of the historic environment.

KEY ACCOUNTABILITIES:

- Advise and inform on all matters relating to listed buildings, conservation areas and the built heritage
- Provide detailed historic building, design and conservation advice on current and emerging planning applications and influence negotiations to achieve improved and high quality outcomes.
- Research and prepare evidence and represent the SDNPA as an expert witness in planning and enforcement appeals and criminal prosecutions as required.
- Undertake site appraisals and feasibility studies and contribute to consultation and engagement on SDNPA emerging planning policy documents, the development of Guidance notes, Supplementary Planning Documents and Planning Briefs
- Lead and co-ordinate key historic environment projects.
- Support liaison with local authorities, Parish and Town Councils both inside and outside the National Park and with other relevant agencies and amenity groups to ensure Core Strategies, Local Plans and Neighbourhood Plans properly support National Park purposes and accord with the priorities of the SDNPA in relation to the historic environment.
- Contribute to training of staff and elected Members on historic environment appreciation and interpretation.
- Compile and progress a Local List of Historic Buildings for the National Park Authority.
- Undertake reviews of Conservation Areas within the SDNPA, to investigate opportunities for the designation of further Conservation Areas and to progress Schemes for the Preservation and Enhancement of such areas, all in accordance with an agreed timetable.
- Make recommendations for the spot listing of buildings and for work related to the statutory processes and providing expert advice in relation to potential buildings at risk. Advise property owners of repair and restoration work and potential sources of funding.
- Other duties requested by the SDNPA in line with the grading of this post.

CORPORATE RESPONSIBILITIES

Maintain awareness of and compliance with the ethical, legal and policy framework within which the organisation operates including, but not limited to:

- Authority Purposes and Duty
- Performance Development Review Scheme
- National Park Circular 2010 and any subsequent updates
- Data Protection requirements including General Data Protection Regulations (GDPR)
- Freedom of Information Act
- Officers Code of Conduct
- Member/Officer Protocol
- Health and Safety Policies and Procedures
- Equality and Diversity Policy
- Information Technology User Policy
- Information Security Policy
- All policies/procedures and guidance related to the designated role