

BIRMINGHAM CITY COUNCIL - JOB DESCRIPTION

JOB TITLE	Principal Conservation Officer	DIRECTORATE	Development
GRADE	GR5	DIVISION	Planning and Regeneration
NO.		SECTION	Design and Conservation
REF.		DATE	December 2010

PURPOSE OF THE JOB:

Responsible to the City Design and Conservation Manager for the provision of specialist conservation advice in the implementation of the City Council's policies for the historic environment through guidance in support of the planning and development process. Contributing to strategies, briefs, projects and design guidance documents within the framework of the City Council's approved policies, programmes and plans for the regeneration and enhancement of the City.

DUTIES & RESPONSIBILITIES	DETAILS
1. Liaise, advise and negotiate on schemes, projects and developments.	<ul style="list-style-type: none"> Provide specialist advice and guidance on planning applications and listed building consents, and, where relevant, negotiate on projects, pre-application enquiries and planning submissions as requested by Development Control staff and other groups.
2. Prepare Planning Guidelines and Briefs.	<ul style="list-style-type: none"> In liaison with other groups, divisions, departments and, where appropriate, external organisations, prepare illustrated and written guidance for individual development sites. Prepare text, plans, drawings and illustrations for policy documents, design guidance, strategies, frameworks, briefs and reports to the Cabinet, Cabinet Members and Committees.
3. To research historic buildings, areas and Quarters	<ul style="list-style-type: none"> Within the Council's approved policies and plans, prepare reports on historic buildings and sites with a view to their inclusion on the statutory or local list and SMR and potential conservation areas. In liaison with other groups, divisions, departments and external organisations demonstrating future development and enhancement opportunities
4. Prepare conservation area appraisals.	<ul style="list-style-type: none"> Within the Council's approved policies, prepare conservation area appraisals and management plans and carry out public consultation exercises in support of the planning process.
5. Project management of complex repair and restoration schemes for buildings, cemeteries and	<ul style="list-style-type: none"> Contributing to project work, funding bids and grant aid schemes. To provide technical assistance to the programmes of grant aid for the repair and restoration of both listed and locally listed buildings and buildings within conservation

historic landscapes.	<ul style="list-style-type: none"> • areas.
6. Under the guidance of the City Design and Conservation Manager undertake responsibilities as required, to lead on site-specific projects/tasks in the preparation and implementation of local plans, design briefs and planning frameworks.	<ul style="list-style-type: none"> • Manage work and contributions from third parties to achieve agreed targets and outcomes.
7. Prepare and give evidence to Public Inquiries	<ul style="list-style-type: none"> • Provide expert conservation evidence, under cross-examination, in support of the Council at Public Planning Inquiries.
8. To promote the renaissance of the city through the conservation of the historic environment.	<ul style="list-style-type: none"> • Respond to requests for information from Members of the City Council, the general public, schools, voluntary organisations and the private sector. Prepare and research publications, contribute to the updating of the website.
9. Establish and maintain good liaison with outside organisations.	<ul style="list-style-type: none"> • Develop contacts and liaise with external organisations to establish good working relationships and to share knowledge of good historic conservation practice.
10. Carry out other duties, as may be required from time to time by the Design Manager.	<ul style="list-style-type: none"> • As appropriate.

RELATIONSHIPS

Title of job to which this normally reports	Number and nature of employees supervised
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City Design and Conservation Manager

None

PHYSICAL CONDITIONS (Work locations, hours etc.)

Location - Lancaster Circus but may entail relocation within Birmingham

Flexible working hours

Attendance at meetings and other activities that fall outside normal office hours will be required

CONTACTS Internal and External Contacts	Reason for contact
Members of the public Community and voluntary groups Developers, architects, landowners, agents, etc. Officers of government departments and	Contact required in order to carry out the duties of the post.

PERSON SPECIFICATION

DIRECTORATE	Development	DIVISION	Planning & Regeneration
JOB TITLE	Principal Conservation Officer	GRADE	5
Method of Assessment			
AF = Application Form I = Interview T = Test or Exercise			
ESSENTIAL			METHOD OF ASSESSMENT
Knowledge and Experience			
Substantial experience in a relevant aspect of historic conservation in the planning field will be required.			AF/I
Experience of urban design and architectural issues relating to conservation and the historic environment.			AF/I AF/I
Proven track record of providing a lead role on complex planning, regeneration and conservation issues, and experience of the promotion of good design and the historic environment within large organisations and/or the community will be required.			AF/I
Have a good working knowledge of British archaeology, including industrial archaeology and be familiar with the statutory governmental and administrative structure of archaeology within the planning process.			AF/I AF/I
An appreciation of archaeological field work.			AF/I
An appreciation of sustainability issues relating to conservation and the environment.			AF/I
Experience of work in a multi-disciplined professional environment.			AF/I AF/I
Experience of representing the Council at Public Inquiries, Hearings etc.			AF/I/T
Experience of partnership working with stakeholders such as local community groups, developers, government agencies and Members/MP's.			AF/I
Experience of databases and project management/monitoring.			AF/I
Knowledge and understanding of national and local conservation policy and legislation and planning policies and guidance, and local authority practices, procedures, and programming relating to development issues.			AF/I
Successful funding bids to English Heritage, Heritage Lottery Fund, SITA, Countryside Agency, Section 106.			
Experiencing of preparing CAAMP's and Article 4 Directions.			

Skills and Abilities	
Ability to provide specialist historic environment advice.	AF/I
Good written and verbal communication.	AF/I/T
Demonstrate a clear understanding and knowledge of architecture and urban design best practice with good illustrative abilities.	AF/I
Ability to provide critical appraisals of the design of development proposals at first sight of presentation material.	AF/I/T
Ability to establish and maintain contacts with a wide range of groups/bodies both within and external to the City Council.	AF/I
Ability to establish priorities and meet programme deadlines.	AF/I
Good negotiating skills and an ability to adopt flexible approaches and to seek alternative means of achieving aims.	AF/I
Demonstrate a clear understanding and knowledge of the use of PC based office software which includes Microsoft Office.	AF/I
Enthusiastic commitment to the conservation of the historic environment and its promotion to a wider public.	AF/I
Ability to prepare accurate and concise reports.	AF/I
Proven ability to work with and gain the co-operation of a wide range of people and organisations.	AF/I
Ability to communicate clearly with key players in the public and private sectors, elected members, representatives of voluntary and community organisations, local employers and individuals.	AF/I
Ability to manage, co-ordinate and process complex and competing workloads to tight deadlines.	AF/I

Training & Development	
Demonstrate the commitment to and record of continuous professional development.	AF/I

Education & Qualifications	
Degree(s) or equivalent in Building Conservation, Architecture, Urban Design, Town Planning, Archaeology, Architectural History or Building Surveying.	AF/I
Registration or membership of appropriate professional institution is preferred. i.e. IHBC, IfA, RTPI, RIBA and ARB.	AF/I

COMPILED BY	Waheed Nazir	DATE	December 2010
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AGREED BY DPO		DATE	
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