

Title Historic Environment Record Officer	Department PLACE	Post Ref.
Job Purpose To maintain the County Historic Environment Record (HER), and to provide information from the HER to internal and external customers.		
Key Responsibilities 1. Maintaining the HER as a public information resource in line with current policies and practice. 2. Seeking, collating and editing new information about the County's historic environment and entering such data into the HER. 3. Providing data and information to support the preparation of policies and strategies for the protection, conservation and management of the historic environment, for inclusion in statutory and non-statutory plans, guidance notes or other such documents. 4. Supporting the promotion, commissioning, management and publication of research projects concerning the historic environment. 5. Liaising with, and supporting the work of, other specialist and project staff within the Conservation Team. 6. Supporting volunteering opportunities within the HER. 7. Representing the County Council on internal and external professional groups, liaison meetings, working parties, panels and other bodies linked to key work areas as required. 8. Supporting awareness-raising relating to the historic environment. 9. Deputising for the Historic Environment Record Manager.	Key Accountabilities 1. Providing information from and advice about the HER in response to any internal or external enquiries in accordance with agreed policies and practices. 2. Ensuring that correct processes and procedures are being followed and advising the Historic Environment Record Manager as appropriate. 3. Working efficiently and effectively to support services provided by the Planning Group.	
The post holder will perform any duty or task that is appropriate for the role described		

Person Specification**Education and Knowledge**

1. A degree in Archaeology.
2. Knowledge and understanding of archaeological techniques and practices.
3. Broad understanding and knowledge of archaeology, history and the historic environment in England.
4. Understanding of the role of Historic Environment Records.
5. Awareness of the political process.

Experience

10. Experience of using databases and spreadsheets and particularly the use of Access.
11. Experience of using Geographical Information Systems, preferably MapInfo.
12. At least 6 months experience of working with an Historic Environment Record System or other similar heritage data sets.
13. Ability to interpret and analyse information from a variety of modern and historic sources, including maps.
14. Ability to communicate effectively using oral and written presentations.
15. Experience of working with a broad range of customers.
16. Some UK-based field work experience preferable.

Personal skills and general competencies

6. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff
7. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers.
8. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available
9. Ability to meet agreed objectives and delivery targets by the effective use of resources.

Role Dimensions

17. Membership of a relevant professional body (or working towards).
18. No budget responsibility
19. No direct reports – supervision of volunteers may be required

Please attach a structure chart

Date 31/05/2019

Tier 7 – Experienced / Professional Staff