


Job Description			 Nottinghamshire County Council
Title Historic Environment Record Manager	Department: Policy, Planning Corporate Services	Post Ref Add Ref	
Job Purpose Responsible for maintaining, enhancing and developing the County Historic Environment Record (HER) in line with current policies, practice and any Service Level Agreements in place.			
Key Responsibilities 1. Maintaining, developing and enhancing the HER as a public information resource in line with current policies and practice. 2. Seeking, collating, editing and validating new information about the County's historic environment and managing the entering of 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. Exercising line management responsibilities for the HER Officer and any temporary staff and volunteers and being actively involved in managing their workload and professional development. 6. Co-ordinating the inputting of records relating to historic buildings. 6. Liaising with, and supporting the work of, other specialist and project staff within the Conservation Team. 7. Representing the County Council on internal and external professional groups, liaison meetings, working parties, panels and other bodies linked to key work areas. 8. Supporting awareness-raising relating to the historic environment..		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. Managing the County Council's relationship with the external service provider, including any ongoing training needs. 3. Ensuring that correct processes and procedures are being followed and advising the Senior Practitioners for Archaeology, Historic Buildings and/or Conservation Team Manager as appropriate. 4. 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	
<p><i>Education and Knowledge</i></p> <ol style="list-style-type: none"> 1. A degree (or equivalent) in a Historic Environment related subject such as Archaeology and at least 2 years continuous postgraduate experience in the historic environment field. 2. Extensive knowledge and understanding of archaeological techniques and practices. 3. Good understanding of the issues relating to Historic Environment Records. 4. Broad understanding and knowledge of archaeology, history and the historic environment in England. 	<p><i>Personal skills and general competencies</i></p> <ol style="list-style-type: none"> 6. Sets an excellent example of customer care for other staff. 7. Effectively sets direction for a team providing motivation for all to deliver high performance. 8. Anticipates customer needs to provide excellent service continually striving to improve efficiency and effectiveness

<p>5. Awareness of the political process.</p> <p>Experience</p> <p>12. Experience of database and spreadsheet design and particularly the use of Access.</p> <p>13. Experience of using Geographical Information Systems, preferably MapInfo.</p> <p>14. Experience of managing, or at least two years experience of working with, an Historic Environment Record System or other similar heritage data sets.</p> <p>15. Ability to interpret and analyse information from a variety of modern and historic sources, including maps.</p> <p>16. Able to communicate effectively using oral and written presentations.</p>	<p>9. Sets challenging targets for performance for the team as well as delivering a high degree of personal effectiveness</p> <p>10. Ensures the Council's policies for fairness and respect are delivered including setting high personal standards</p> <p>11. Takes an active role in managing risk, health and safety and safeguarding issues</p>
<p>Role Dimensions</p> <p>17. Membership of a relevant professional body.</p> <p>18. Responsible for the supervision of the Historic Environment Record Officer and any volunteers or work placements.</p> <p>19. Responsible for the management of income and expenditure relating to the Historic Environment Record.</p> <p style="text-align: right;"><i>Please attach a structure chart</i></p>	

Date 03/03/2016