

Title Historic Environment Officer (Buildings)	Department Place	Post Ref.
Job Purpose To support the Senior Practitioner Historic Buildings and the Historic Environment Record Manager in matters relating to the conservation and recording of the County's historic buildings.		
Key Responsibilities <ol style="list-style-type: none"> 1. Supporting 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. 2. Carrying out survey, research and fieldwork including overseeing periodic re-surveys of the County's historic buildings resource as required. 3. Monitoring standards of work carried out by contractors on historic buildings and the fulfilment of planning conditions and other arrangements as required. 4. Providing professional and technical advice on the historic built environment. 5. Providing advice on development proposals, development plans and any other planning or policy guidance which may have an impact on the County's historic built environment resources within defined timescales and in line with current policy, practice and any Service Level Agreements in place. 6. Providing advice to landowners and the public in respect of historic buildings. 7. Preparing briefs and specifications for historic buildings work as required. 8. Taking an active role in developing, maintaining and enhancing the Historic Environment Record as a public information resource in line with current policies and practice. 9. Seeking, collating, editing and validating new information about the County's built heritage and working with the Historic 	Key Accountabilities <ol style="list-style-type: none"> 1. Liaising with other Local Authorities, Government Agencies, amenity groups and the public on matters relating to the historic environment. 2. Supporting the Senior Practitioner Historic Buildings in liaising with Elected Members and officers within the County Council to advise on historic built environment issues. 3. Ensuring that correct processes and procedures are being followed and advising the Senior Practitioner Historic Buildings and/or Historic Environment Record Manager as appropriate. 4. Working efficiently and effectively to support services provided by the Planning Group. 	

<p>Environment Record Manager to enter such data into the HER.</p> <ol style="list-style-type: none"> 10. Providing information from and advice about the HER in response to any internal or external enquiries relating to built heritage, in accordance with agreed policies and practices. 11. Preparing evidence for Public Inquiries and other hearings. 12. Undertaking desk-based research and assisting with the promotion, commissioning, management and publication of projects concerning the historic environment. 13. Contributing to awareness-raising relating to the historic environment, including the preparation of publications on historic building conservation matters in Nottinghamshire and outreach work. 	
<p>The post holder will perform any duty or task that is appropriate for the role described</p>	

Person Specification**Education and Knowledge**

1. A degree (or equivalent) in a relevant subject such as planning, architecture, conservation studies or similar and at least 2 years continuous post-qualification experience in historic buildings work.
2. Understanding and knowledge of planning and other legislation and practice in relation to the management of the historic environment.
3. Knowledge of design, construction and repair techniques relating to historic buildings and structures.
4. Knowledge of survey techniques relating to the historic (built) environment, including measuring and drawing buildings.
5. Awareness of the political process.

Experience

10. Experience of interpreting information from a wide variety of sources, including plans, drawings and photographs.
11. At least 6 months experience of working with Historic Environment Records.
12. Experience of using Geographical Information Systems, preferably MapInfo.
13. At least 6 months experience of providing advice to developers, local planning authorities and landowners on the historic buildings implications of development proposals, including site-based meetings.
14. Able to communicate effectively using oral and written presentations.
15. The ability to work outside normal office hours if required.
16. Able to inspect historic buildings and sites which may be in a

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.

<p>state of disrepair or reconstruction, and may involve climbing ladders or working in confined spaces.</p> <p>17. Full current UK driving licence.</p> <p>18. Membership of the Institute of Historic Buildings Conservation preferable.</p>	
<p><i>Role Dimensions</i></p> <p>19. Responsible for the maintenance of records and the provision of professional and timely advice and information relating to the historic built environment, as part of the wider conservation advice function of the Planning Group.</p> <p>20. Budget monitoring for any projects as required.</p> <p>21. No direct reports – responsible for the supervision of volunteers.</p> <p style="text-align: right;"><i>Please attach a structure chart</i></p>	

Date 22/02/2017