

Waverley is an ambitious authority, committed to being one of the leading Councils in the country at a time of major change by developing a high performing, highly engaged staff team to share the organisation's values and deliver our corporate objectives.

JOB DESCRIPTION	
<b>Job title:</b>	<b>Conservation Officer</b>
<b>Post No.:</b>	CD21
<b>Service:</b>	Planning Policy and Regeneration
<b>Team:</b>	Planning Projects Team
<b>Location:</b>	The Burys, Godalming, Surrey, GU7 1HR
<b>Reporting to:</b>	Principal Conservation Officer
<b>Responsible for:</b>	N/A
OUR ORGANISATIONAL VALUES	
<b>Openness</b>	In Waverley we value <b>openness and honesty</b> where <b>communication</b> is <b>clear and constructive</b> and actions are <b>transparent</b> .
<b>Excellence</b>	In Waverley we value <b>excellence</b> , working in a <b>consistent</b> and <b>professional</b> way to achieve the highest standards possible, taking the time to recognise and <b>celebrate success</b> .
<b>Fairness</b>	In Waverley we value <b>fairness and respect</b> , working with <b>integrity</b> to ensure that everyone is treated well and has <b>equal access</b> to the <b>opportunities</b> available.
<b>Team Work</b>	In Waverley we value <b>team work and collaboration</b> , with <b>approachable</b> staff <b>actively contributing</b> to our shared corporate goals.
<b>Taking Ownership</b>	In Waverley we value taking <b>ownership</b> , where everyone feels <b>personally committed</b> to issues at hand and is working towards a <b>positive outcome</b> .
PRINCIPAL PURPOSE OF THE ROLE	
<ul style="list-style-type: none"> <li>The post holder will support other members of staff who assist the Council in balancing future development pressures against a context of preserving and enhancing the historic built environment.</li> <li>The post holder will aid in the promotion of the heritage in the Borough, provide specialist historic building and conservation area advice to internal and external stakeholders, and support the production of Conservation Area Appraisals and</li> </ul>	

environmental enhancements within the historic environment.

## MAIN DUTIES AND ACCOUNTABILITIES

### Operational

- With guidance from the Principal Conservation Officer, undertake Conservation Area appraisals in accordance with an agreed programme.
- With guidance from the Principal Conservation Officer, support other projects within the team such as the Local Heritage Asset register and Buildings at Risk register.
- With the support of the Principal Conservation Officer, provide appropriate specialist conservation advice to assist in the consideration of proposals affecting historic buildings and other heritage assets, including attendance at committee meetings to present items, as appropriate.
- With support, provide appropriate specialist conservation advice to owners, their agents and other customers of the Planning Service.
- With the support of the Principal Conservation Officer, provide specialist conservation support in relation to planning appeals and court proceedings.
- Support the preparation of planning policies and guidance in relation to conservation matters.
- Work with other Surrey Boroughs and Districts, and other agencies, on collaborative projects relating to conservation matters.
- Under the guidance of the Principal Conservation Officer, contribute to, and assist with the implementation of training for staff and Members on topics related to conservation and the historic environment.
- Under the guidance of the Principal Conservation Officer, produce advice and guidance material relating to conservation and the historic environment.
- Prepare and present reports on conservation matters to Council Members, committees, working parties and other groups.
- Support the production, implementation and completion of the biennial Design Awards.
- Organise consultation events and attend public meetings and other events concerning conservation matters.
- Maintain up-to-date knowledge of conservation principles and practice including relevant legislation.
- Any other duties as requested by the Executive Head of Planning Policy and Regeneration.

### Business Continuity

- To play a pivotal role in business continuity planning and should the need arise

assist in ensuring business recovery of key service provision in a 24 hour window.

### **Health and Safety**

- Comply with all Health and Safety legislation for your area of work, ensuring that risks are identified, managed and monitored as required

## **DIMENSIONS OF THE ROLE**

- Waverley has over 1,700 Listed Buildings and 43 Conservation Areas; in addition there are various Buildings of Local Merit, heritage features and historic parks and gardens.
- Contribute to responding to approximately 650 internal consultations on planning applications and Listed Building applications per year.
- Provide pre-application advice to residents, agents and developers (approximately 100-150 per year).
- Give general heritage asset advice on specific buildings.
- Prepare and present approximately six heritage training sessions per year, but contribute and help facilitate to the wider programme.
- Undertake and support the production of around four conservation area appraisals per year.
- Support project to review Buildings of Local Merit.
- Support the preparation and implementation of the biennial Design Awards.
- Out of hours attendance at Committee Meetings as necessary (infrequent) for which time in lieu can be taken.
- Work as part of a team.
- This is a hybrid role, based at the Council Offices in Godalming and working from home. Also required to attend regular site visits elsewhere.

## **AREAS OF ACCOUNTABILITY/PROBLEM SOLVING – DECISION MAKING / SCOPE FOR IMPACT**

- Promoting heritage and conservation matters within the Borough, including best practice approaches.
- Giving advice on proposals for development affecting heritage and conservation and carrying out negotiations to secure appropriate and well designed schemes effecting Listed Buildings, Conservation Areas and their setting.
- Securing the protection and/or enhancement of conservation areas and other heritage assets.

## **PLANNING/ORGANISING/CONTROLLING**

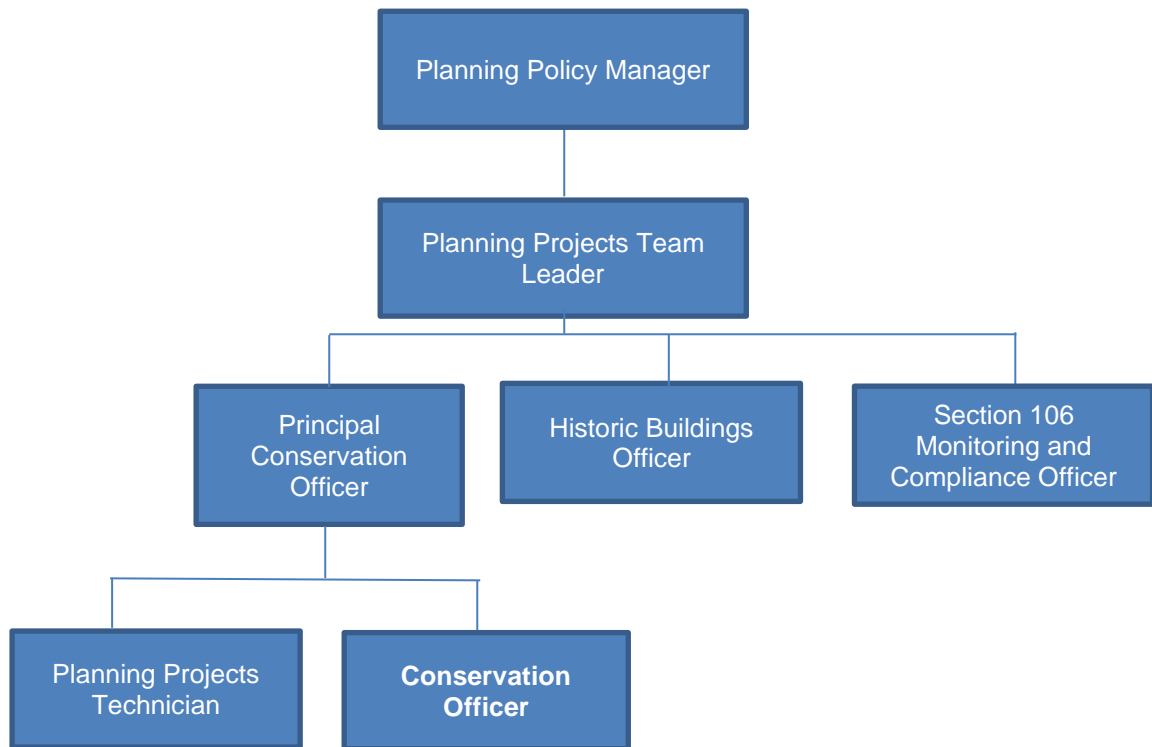
- To provide support on matters relating to the heritage assets of the Borough.
- To negotiate with applicants, developers, home owners and other stakeholders to ensure that the special interest of Waverley's heritage assets are both protected and enhanced.
- To use time management techniques to ensure that consultation responses are made within the expected timeframe.
- To communicate proactively with Councillors and other stakeholders to ensure that issues and concerns related to Waverley's historic environment are taken into account when assessing development proposals.

## CUSTOMERS AND CONTACTS

### INTERNAL

- Planning Officers, Property Staff, Building Inspectors, Legal Services, other Council Services requiring Heritage and Design advice and Members
- External applicants and their professional agents or advisers, nearby residents, amenity societies, Parish and Town Councils, landowners affected by Council policy or requirements, Statutory Undertakers, Contractors, neighbouring authorities, Surrey County Council, Historic England, other Surrey Boroughs/Districts etc.

## SERVICE/TEAM STRUCTURE



## PERSON SPECIFICATION

Candidates must be able to demonstrate, giving examples, **all essential criteria** marked as A or A/I within their application form to be shortlisted for this role.

	PERSON SPECIFICATION			
	ESSENTIAL CRITERIA	How ASSESSED	DESIRABLE CRITERIA	How ASSESSED
<b>QUALIFICATIONS/ EDUCATION / TRAINING / EXPERIENCE</b>	Relevant degree in the built environment or related discipline (planning, architecture, conservation, humanities etc.) or equivalent experience.	A/C	Affiliate or Associate membership of the IHBC.	A/C
			Experience in conservation matters in a planning environment.	A/I
			Accredited IHBC qualification.	A/C
			Planning experience / qualification.	A/I
<b>KNOWLEDGE /TECHNICAL SKILLS</b>	Knowledge of and enthusiasm for architectural history, conservation and heritage matters.	A/I	Understanding of the Local Plan system and Neighbourhood Planning including the role and content of national and other levels of planning policy and legislation related to heritage and conservation matters.	I
	Knowledge of the design, traditional building techniques and construction and repair of historic buildings.	A/I/E	Experience of giving specialist advice about heritage assets.	I
	Track record of working in partnership with other organisations/individuals to achieve successful implementation of projects (not necessarily work related).	I	Experience of using Creative Suite software or publishing software (including In Design, Photoshop and Illustrator).	I
	Competent in the use of IT (including word processing, spreadsheets, email, calendar, internet and	I	Technical drawing skills.	I

	mapping software).			
	Attention to detail.	A	Awareness of Safeguarding	I
	Ability to read plans and drawings.	I/E		
<b>COMMUNICATION</b>	Ability to prepare and present complex information and data in a clear and concise manner (both in writing and orally).	A/I/E	Presentation skills.	I/E
	Ability to negotiate effectively.	I		
	Able to handle conflict positively.	I		
<b>CUSTOMER SERVICE</b>	Understanding of and commitment to promoting equality and diversity in service delivery and employment.	I		
	Accurate spoken English is essential for the post	I		
	Commitment to customer care.	I		
	Ability to display a calm professional approach to customers, including difficult situations where there is conflict.	I		
<b>TEAM WORKING</b>	Able to work effectively as one of a multi-disciplinary team.	A/I		
<b>MANAGING SELF AND OTHERS</b>	Sound professional judgement.	I/E	Project management experience.	I
	Ability to work under pressure with the minimum of supervision.	A/I/E		
	Ability to manage time effectively.	I/E		
<b>CAN DO APPROACH / ACHIEVING RESULTS</b>	Ability to solve problems through inventive and creative thinking.	A/I		
	Demonstrable ability of target meeting and performance	A/I		

	management.		
<b>SPECIAL REQUIREMENTS</b>	Ability to make site inspections including on construction sites.	A	
	Occasionally work at heights and use of ladders.	A	
	Able to attend evening Committee meetings/events and occasional weekend meetings/events.	A	
	For business continuity purposes you are required to have access to the internet at home via broadband on a PC, laptop or tablet.	A	
	Full and valid driving license.	A/C	
	Use of a car during working hours.	A	

#### How assessed

A = Application CV/Personal Statement  
 C = Certificates/professional Registration  
 D = DBS police check  
 E = Exercise  
 I = Interview  
 M = Medical assessment

#### Politically Sensitive post: Political Restrictions

Please note that the Local Government Officers (Political Restrictions) Regulations 1990 apply to this post. In general terms these provisions mean that the postholder is prohibited from:

- holding or standing for elected public office (except Town or Parish Councils);
- holding office in a political party;
- speaking or writing in public (including on social media) in a personal capacity in a way that might be regarded as favouring one or other political party;
- canvassing at elections

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<b>Job title:</b>	Conservation Officer	<b>Post no:</b>	CD21
<b>Service:</b>	Planning Policy and Regeneration	<b>JE score:</b>	291 (09/08/2018)
<b>Team:</b>	Planning Projects Team	<b>Pay band:</b>	07
<b>Location:</b>	The Burys Godalming, Surrey GU7 1HR	<b>Position type:</b> (if part time, working pattern)	Full time 37 Hours/ Five day week
<b>Competencies: (level 1 – 4)</b>	Communication:	2	
	Customer Service:	2	
	Team Working:	2	
	Managing Self and Others:	2	
	Can do approach/Results	2	

REVIEWED BY:	Sarah Wells & Sophie Piper	DATE:	24 January 2024
CHECKED IN:	Employee Services	DATE:	
LAST UPDATED:		DATE:	