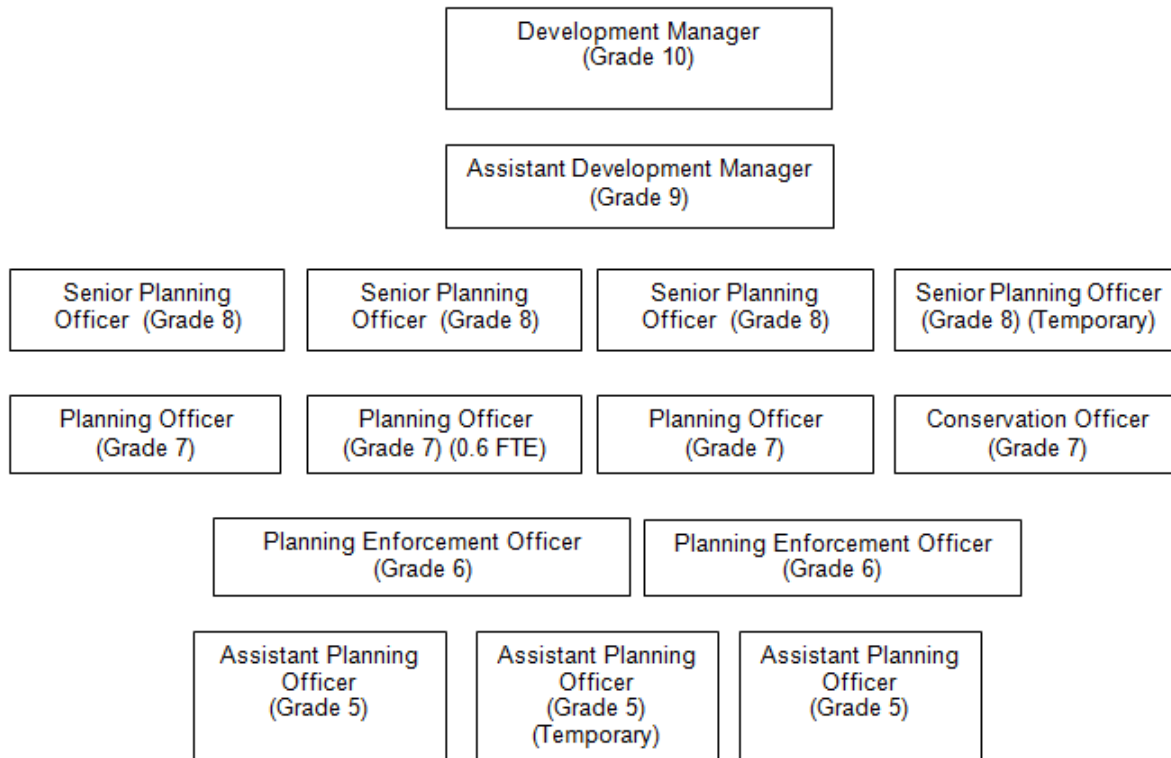


ROCHDALE BOROUGH COUNCIL
JOB DESCRIPTION

DIRECTORATE:	ECONOMY DIRECTORATE
SERVICE:	PLANNING
LOCATION:	FLOOR 3, NUMBER ONE RIVERSIDE, SMITH STREET, ROCHDALE
JOB TITLE:	CONSERVATION OFFICER
POST NUMBER	
Grade:	Grade 7
Accountable to:	Development Manager/Assistant Development Manager
Accountable for:	None
Hours of Duty:	37 hours per week in accordance with the Service's Work Life Balance Scheme.
Any Special Conditions of Service:	<p>Attendance at evening or weekend meetings which will be compensated for in accordance with local conditions of service</p> <p>Casual User Car allowance is payable.</p> <p>The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by the Council</p> <p>This post is not Politically Restricted in accordance with the current regulations.</p> <p>The Council is committed to safeguarding and promoting the welfare for children, young people and vulnerable adults and expects staff to share this commitment.</p>

ORGANISATIONAL CHART

DEVELOPMENT MANAGEMENT



PURPOSE AND OBJECTIVES OF THE JOB

To ensure the Council's statutory and discretionary duties and responsibilities with regard to the protection and promotion of the Borough's heritage assets are undertaken, to provide effective advice on development proposals and corporate initiatives, to promote good conservation practices, and support and promote quality conservation and design and the image of the Borough.

To provide timely, high quality conservation advice and adopt a positive and proactive approach in support of a commercially minded, business focused planning service.

To assist with heritage related regeneration projects across the Borough. In particular assisting with the administration of grant schemes, liaison with partners and the public, organisation of meetings and consultation, production of promotional material and providing advice on related conservation and planning matters.

Control of Resources

Personnel: The post holder will be responsible for the training and supervision of volunteers.

Financial: Responsible for the efficient and effective use of any budgets allocated to the work of the post holder.

Equipment/Materials: Responsible for any equipment and material used by the post holder or allocated to service users for their use.

Health/Safety/Welfare

Responsible for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

Internal:

- All staff within Planning and other relevant officers within the Economy Directorate.
- Relevant staff within other Council Services.
- Link4Life, Rochdale Development Agency and other partner organisations.
- Elected Members of the Council.

External:

- The Heritage Lottery Fund.
- Historic England & other heritage organisations.
- Local heritage and amenity groups.
- Members of the public and property owners.
- Private, professional and technical personnel
- AGMA and neighbouring authorities.

Responsibilities

The post holder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

Values and Behaviours

Approach the job at all times using the values set out in the Rochdale Way:

- Valuing our people
- Focusing on customers
- Acting with integrity
- Using time and money wisely
- Working together
- Always learning and improving

Be aware of and apply the Rochdale Way behaviours at all times.

Principal Duties

1. To ensure the Council delivers its statutory and discretionary powers and responsibilities in connection with Listed Buildings, Conservation Areas, scheduled monuments, archaeology,

buildings of local architectural or historic interest, historic parks and gardens, townscape and urban design including the maintenance and development of existing systems and records.

2. To develop, manage and promote initiatives for the ongoing management of the Borough's heritage assets and liaise with Officers from other Council Services, partner agencies, public bodies and all societies, etc. concerned with the conservation of the heritage and protection of the environment to ensure development proposals and other initiatives and activities are sympathetic to and preserve the Borough's heritage assets.
3. To provide positive and proactive advice on development proposals, act as an enabler for new development and investment which involve heritage assets and support the operation of a commercially focused, business minded planning service.
4. To provide relevant technical pre application advice and guidance on the repair and restoration of historic buildings, or proposals which affect the setting of any designated heritage assets.
5. To work positively with property owners, external agencies, Members or Officers from other Council Services to promote public understanding of good practice and quality design in the maintenance, management, restoration and refurbishment of the Borough's heritage assets.
6. To progress the Council's programme of Conservation Area appraisals through the review of existing and declaration of new conservation areas and the preparation and development of appropriate enhancement schemes and management proposals in liaison with Township Committees and Council partners.
7. To develop and monitor systems and process to ensure the establishment and maintenance of a list of locally important buildings.
8. To promote or respond to proposals to include buildings on the statutory list of Buildings of special architectural or historic interest.
9. To maintain effective liaison with Historic England and other national, regional and local organisations relevant to listed buildings and conservation issues.
10. To safeguard the structural stability, character and future viability of the Borough's heritage assets providing professional advice and guidance on development proposals or strategies affecting the Borough's heritage through the preparation of written reports, statements, proofs of evidence, initiation of enforcement action, and attendance at Committees, working groups, local hearings and inquiries as may be appropriate.
11. To direct the continuing review of the Heritage at Risk Register and develop and monitor systems to ensure the effective and on-going updating and reporting of the Council's Heritage at Risk Register.
12. To provide support for the Council's Conservation and Design Panel, including the annual Design Awards and actively participate in other corporate working groups or project teams across the Council as may be required.
13. To prepare and advise on policies, proposals, and planning guidance documents, including drafting and leading where appropriate on external bids for funding which seek to maintain and improve the historic environment and townscape, and promote good building and public realm design across the Borough.
14. To monitor grant projects on site providing technical advice and guidance on the repair and restoration of historic buildings advising property owners, and verifying the quality of conservation work necessary to approve grant payments.

15. To research and identify opportunities for external funding, support the preparation and presentation of bids for funding or grant aid to promote, enhance or restore the Borough's heritage assets, and to support wider regeneration initiatives and programmes to maximise investment and the regeneration of the Borough

Secondary Duties

- 1 To participate in Council programmes of in-service training as a trainee and when required as a trainer facilitator.
- 2 To work with officers of other Services as necessary concerning matters for which the post holder is responsible
- 3 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Service Head (or nominated representative) in consultation with the post holder (and if he/she so wishes, with his/her Trade Union representative).

Job Description prepared by Daniela Ripa Date July 2018

Agreed by Postholder _____ Date _____

Head of Service _____ Date _____

Service Director _____ Date _____

**Rochdale Borough Council
Person Specification**

Service :	Economy	Post:	Conservation Officer
Section :	Planning	Post Number :	PLDMHD000003
Job Ref:		Grade:	7

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

Criteria		Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
Special Working Conditions			
1	Are you able to work flexibly where work deadlines have to be met?	E	AF and I
2	Are you willing to undertake a certain amount of travelling in the course of your duties?	E	AF and I
Qualifications and Experience			
3	Do you have a recognised qualification in Heritage or Building Conservation or a related discipline?	E	AF and I - check qualification at interview
4	Are you a member of the IHBC and/or RTPI or other professional body, or are you working towards full membership?	E	AF and I - check at interview if applicable
5	Please detail your experience of working with property owners, businesses and communities to promote, conserve and enhance heritage assets, including the preparation of bids for external funding or implementation of grant schemes	E	AF and I
6	Please give details of your experience of engaging and working with members of the public, Councillors, property owners and developers and how you adapted your work style and communication to suit the situation and /or audience.	E	AF and I
7	Please provide details of your experience of delivering presentations, activities or workshops to help others engage with heritage or use of social media to engage people in heritage	E	AF and I
8	Please detail your experience of providing specialist and technical advice to officers and key stakeholders in respect of the development, enhancement and preservation of heritage assets, including the preparation of bids for external funding or implementation of grant schemes	E	AF and I
9	Please demonstrate your experience of providing positive and pro-active advice to support development and investment and how you have supported the delivery of a commercially focused, business minded service.	E	AF and I
Skills and Knowledge			
10	Are you capable of working under your own initiative and seeking advice where appropriate? Please provide details	E	AF and I

11	Please give an example of your experience of keeping accurate records, managing time and work pressures to meet deadlines and of working as part of a team	E	AF and I
12	Please provide details of your ability to demonstrate numeracy and literacy skills to a high level of accuracy.	E	AF and I
13	Please provide details of your ability to carry out research to inform conservation work.	E	AF and I
14	Please demonstrate your technical knowledge related to the repair and restoration of historic buildings and areas, the legislative background and best practice related to the management of heritage assets and your awareness of design issues.	E	AF and I
Behaviours and Values			
15	<p>Approach the job at all times using the values set out in the Rochdale Way:</p> <ul style="list-style-type: none"> • Valuing our people • Focusing on customers • Acting with integrity • Using time and money wisely • Working together • Always learning and improving <p>Please confirm you are willing to adhere to these values and behaviours.</p>	E	AF/I
Armed Forces			
16	If applying as part of the Armed Forces Scheme please confirm your last long term employer was the Armed Forces.	D	AF/I
17	If applying as part of the Armed Forces Scheme please confirm you have been looking for a job for 6-24 months since you left the Armed Forces.	D	AF/I