

## Job Description

<b>Job Title</b>	Heritage Officer
<b>Directorate</b>	City Development
<b>Service Area</b>	Planning & Building Control
<b>Grade</b>	7
<b>Competency Level</b>	2
<b>Salary</b>	£38,223 – £43,421
<b>Job Type</b>	Office Based
<b>Location</b>	City Wide
<b>Disclosure and barring service (DBS)</b>	Not Required
<b>Job Evaluation Ref No</b>	

## Job Purpose

To provide specialist professional advice on built-heritage issues and to promote built-heritage initiatives and the maintenance of the city's historic environment assets for the city and its citizens and provide a professional, modern business friendly customer focussed service

### Directly Responsible For:

None

## Directly Responsible To:

Placemaking and Policy Manager

## Main Areas of Responsibility:

- To help promote heritage at pre application and application stage in all types and scale of planning schemes and in key regeneration initiatives throughout the City, with an emphasis on housing development.
- To assist with determination of applications and appeals for planning permission, listed building and advertisement approval in support of the Development Management service, and to assist in negotiating improvements to proposals and in discharging conditions attached to consents
- To assist with enforcement cases with historic environment implications, including advising on work required to remedy breaches of control
- To work within the Planning team to meet the aims and objectives of the service plan and work programme.
- To provide advice on the architectural and historic interests of buildings to be considered for protection as listed buildings or inclusion on a local list and to assist in the listing process generally.
- To ensure that new development will complement the historic environment.
- Conserve the City's heritage whilst enabling appropriate development across the City
- To work closely with the Policy team to ensure that heritage matters are properly integrated into the Local Plan process.
- To assist in the review of the condition of the city's historic buildings, including assistance with any statutory action required to assure preservation, including service of Urgent Works and Repairs Notices and implementation of any related works, including compulsory acquisition.

- To provide advice both within the City Council and for the public on procedural and technical matters relating to the sympathetic repair and alteration of historic buildings and for works affecting the historic environment.
- To assist in the administration of grant-assisted projects and programmes for the preservation, repair, restoration and re-use of historic buildings, including preparing bids to secure external funding; securing authorisations for initiatives; seeing that physical works are delivered to programme, and that financial and other monitoring information is maintained and reported.
- To assist in providing specialist expertise for the City Council generally on historic environment matters in the development and implementation of corporate policies, strategies, and projects, including the commissioning and contract processes.
- To assist with training on heritage matters within the Planning Service, and for the City Council generally, including its elected members.
- Embed the Local Plan's vision and strategic priorities in planning decision making to help maximise development opportunities.

## **Supervision and Management Responsibility:**

- Ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development.

## **Budget and Financial Responsibility:**

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact.

## Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities.

## Physical Demands of the Job:

- This post is office based, it will involve sitting for long periods of time.

## Corporate Responsibility:

- Contribute to the delivery of the Council Plan.
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement.
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

## Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills

required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **2**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

# Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualification and training

### Essential

- Relevant degree and/or postgraduate qualification in either built conservation, urban design, architecture or town planning (A,I)

### Desirable

- Attainment of, or working towards relevant professional qualification (RIBA, RICS, RTPI, IHBC).

## Experience

### Essential

- Survey or analysis of historic buildings and familiarity with 18th, 19th and 20th century building types and townscapes (A,I,P)
- Experience of dealing with heritage matters and conserving buildings whilst encouraging appropriate development across the City (A,I)

## Desirable

- Assessment of the special interest of historic buildings and/or areas and a working familiarity with the legal framework and criteria for their protection.
- Proven experience in dealing with heritage issues in an urban environment.
- Application of conservation philosophy, best practice and Government or local policies in assessing proposals for the repair, alteration, extension or demolition of historic buildings.

## Skills/Abilities

### Essential

- Excellent communication skills (A,I,P)
- Excellent report writing skills (A,I)
- Excellent negotiation skills (A,I)

### Desirable

- Ability to identify problems, set objectives, work to deadlines, and monitor results
- Evidence of allied skills (e.g. experience of urban design issues in the planning system, understanding of place-making, advocacy of good design in the development process, pro-active approach to the securing of good design)
- Excellent ICT skills.
- Excellent Presentation skills
- Ability to work as part of a team

## Commitment

### Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- Commitment to service improvements and providing a first class customer focussed service
- Commitment to undertake relevant training in heritage or architecture to recognised qualification level

## Other

### Essential

- Ability to climb scaffold and inspect building