Job Description

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| **Job Title** | Principal Heritage Officer |
| **Grade** | PO10 |
| **Reporting To** | Assistant Director – Chief Planner |
| **JD Ref** | REG0118P |

Purpose

To lead the Council’s strategic approach to the preservation and enhancement of the historic built environment of Wirral with internal and external stakeholders. The post holder will manage implementation of statutory regulations relating to conservation, develop heritage policy, lead on heritage input into relevant regeneration schemes and the development and management of strategic grant applications.

Main Duties And Responsibilities

**Behavioural:**

* Enjoy, achieve, create impact, and thrive in the role and organisation.
* Live our values in the role and organisation.
* To act as the lead officer for heritage in respect of the development and implementation of the Council’s statutory policy and plans, including providing expertise and input into the preparation of the Local Plan, Supplementary Planning Guidance and other relevant local authority policies as well as regeneration and other infrastructure projects and masterplans.
* To provide advice and guidance on ensuring that heritage is considered as part of the Council’s commitment to promoting high quality urban design and public realm improvements through its regeneration programme. This includes taking a lead role in developing and implementing heritage interpretation.
* To develop and manage a strategic heritage work programme focused on promoting Wirral’s unique assets and undertake matrix management of heritage projects within the local authority and with partners, including local heritage groups and Liverpool City Region stakeholders.
* To manage complex heritage issues arising in respect of Development Management including planning applications, pre application, planning appeals and enforcement matters.
* To ensure that the Council provides effective and timely guidance on restoration, repair and conservation schemes of privately and publicly owned buildings of architectural or historical interest, (including applications for Listed Building Consent).
* To contribute strategically to the management and promotion of Council owned historic buildings and heritage assets and ensure that projects pertaining to buildings and assets within Council ownership are monitored as part of the heritage work programme.
* To secure external funding for the built heritage of the borough and administer any appropriate Council schemes of conservation or heritage related grant aid and accounting for expenditure.
* To represent senior leaders, including the Director of Regeneration and Place, the Chief Regeneration Office and Head of Regeneration Strategy, on heritage issues as requested at Council Committees and at internal and external meetings and to appear at Public Inquiries or Public Meetings to present the Authority’s or Directorate’s case.
* To play a proactive role in developing cultural and other initiatives which provide opportunities to promote Wirral’s heritage as part of the Regeneration Strategy team.

**Communication, Engagement and Training:**

* To maintain and develop working arrangements with national and regional bodies, including Historic England and the National Lottery Heritage Fund and other related bodies and amenity societies and advise on the implications of changes in national heritage legislation and policy in the local context.

**Data Analysis and Decision-Making:**

* To manage policies and processes for the effective and timely provision of conservation and heritage advice in respect of development within conservation areas, historic parks and gardens and other designated and non-designated heritage assets.
* To coordinate and manage the Council’s approach to meeting the Government’s requirement for the local authority to preserve and enhance the special character of the Council’s conservation areas and heritage assets, implement Article 4 directions and prepare and/or commission Conservation Area Management Plans.
* To provide strategic direction and oversight of the development of the of the Council’s Local Listing of non-designated heritage assets working with local stakeholders.

**Compliance:**

* Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
* Ensure that all service initiatives adhere to relevant legislation, policies and practices.

**Other:**

* Any other duties commensurate with the grade.

Role Specific Knowledge, Experience And Skills

**Qualifications**

* Degree or diploma in a built heritage or related discipline and eligible for membership of an appropriate professional body (MRTPI or IHBC).
* Evidence of continuous professional development related to heritage and planning.
* *Desirable - Additional qualification that complements heritage and planning such as Urban design, full membership of RTPI (Royal Town Planning Institute) and /or IHBC (Institute of Historic Building Conservation).insert criteria if applicable*

**Knowledge & Skills**

* Excellent knowledge of statutory planning legislation and heritage policy, including within the national and regional context
* Understanding of funding regimes to support heritage projects.
* Ability to problem solve and gain consensus from stakeholders
* Ability to communicate confidently to a wide range of audiences
* Excellent report writing and IT skills (Microsoft Office)
* Understanding of the role of heritage in place making
* Understanding of urban design principles and best practice in achieving good design outcomes in respect of heritage
* Ability to work effectively with individuals, teams, customers, partners and staff, understanding the functions and needs of the service and the organisation as a whole
* A strong focus on customer satisfaction and delivering a quality service
* *Desirable – Demonstrable understanding of achieving excellent heritage and design outcomes for projects.*
* *GIS (geographic information system) skills*

**Experience**

* Experience of working with the built historic environment and within the planning system.
* Experience of dealing with heritage planning applications including negotiations, appeals and enforcement.
* Experience of developing heritage policy and guidance.
* Demonstrable experience of working with a range of stakeholders to build effective working relationships at local and regional level.
* Experience of working within a political environment
* Demonstrable experience of negotiating positive heritage outcomes on complex projects.
* *Desirable - Experience of working in multi-disciplinary teams including urban design.*
* *Experience of working on large regeneration projects and using heritage to enhance project success and delivery.*
* *Experience of delivering, embedding and monitoring heritage policy and guidance.*
* *Experience of matrix managing staff.*
* *Experience of Public inquiries and appeal hearings.*
* *Experience of managing staff.*

Additional Information

Ability to travel across the Borough and work from various locations.

Work hybrid, with a flexible working approach to accommodate service needs.

Expected to work from a fixed location (subject to change).

On occasion, able to work outside traditional hours, of a weekend and evening as required, adopting a flexible working approach in response to business requirements.

Health & Safety Considerations: *Select/delete as appropriate from the list below:*

* Lone working
* Working outside
* Work with VDUs (Video Display Unit) (>5hrs per week)

Approved By: Mandy Lewis Chief Planner

Date Of Approval: 31 May 2024