To accompany job description and person specification when required

**Job title**: Senior Conservation and Design Officer.

Generic job description ES 587 e-g (Senior Technical Officer Level 1/2/Supervisor), Dorset grade 9-11. This post is at grade 10/11.

**Directorate/Service/Team**: The role is within the Conservation team, part of the Planning service within the Place Directorate.

**Organisation structure**

**Reporting to:**

Conservation and Design Team Leader

**Responsibility for:**

The post holder will support the Conservation and Design Team leader and play a proactive role in the protection and management of Dorset Council’s historic environment, working in partnership with external agencies and local communities. This primarily involves providing specialist heritage and when required design advice to development management, planning policy and other service areas, in particular working on major new development proposals and sites proposed through the local plan.

The post holder will be required to deputise for the Conservation and Design Team Leader to prioritise work within the Conservation section and ensure that proposals and applications are dealt with in a timely and pragmatic manner to meet statutory and local requirements. They will also represent the Council at planning committees, conservation area consultations and listed building appeals, through hearings or public inquiries if required. They will deal with stage 1 complaints.

A key responsibility is assessing, negotiating and providing expert advice on planning applications for Grade I, II\* and II listed buildings and conservation areas across the council’s area, including:

* Undertaking site visits, appraisals and research for planning applications;
* Entering into negotiations with applications / agents on planning applications;
* Making comments on planning applications, listed building applications and conservation area applications; and
* Discharging and monitoring listed building conditions.

They will also be required to provide expert advice on more complex planning application and major applications.

Providing technical and design pre-application advice on listed building and conservation area applications will be required, as well as acting as case officer for listed building applications and pre-applications. The ability to manage a caseload and provide responses in a timely manner is essential, as are competent report writing, presentation and negotiation skills.

The post holder will be competent in the preparation, issuing and management of Urgent Works Notices / Repairs Notices, Prosecutions and Section 215’s. This will require the ability to survey buildings, prepare schedules of works and method statements and present enforcement issues at committee meetings or court. They will also gather evidence and take appropriate action with regard to alleged breaches under relevant planning legislation including listed buildings, conservation areas and breaches of planning conditions, and liaise with enforcement officers in development management who will be the overall lead in enforcement cases.

A key role is providing specialist advice to a variety of internal and external consultees, and developing and maintaining good working relationships with the relevant departments and groups.

The post holder will also undertake conservation area appraisals and work with those responsible for heritage assets at risk to secure their restoration, re-use or repair. They will work with Conservation and Design Officers and the Conservation Team Leader to update best practice and supplementary planning documents on relevant heritage and conservation topics and take these through committee as required.

The post holder will be expected to lead on projects or particular areas of work, supervise contractors and mentor other staff. An ability to provide training on conservation matters (through surgeries, guidance, presentation and advice notes) and work effectively with community groups and supervise volunteers is required. A knowledge of potential funding opportunities for heritage assets is an advantage.

**Context of work**

The Senior Conservation and Design Officer role makes a positive and professional contribution to the provision of a comprehensive and efficient planning service. Through working with colleagues in development management and local plans, the role provides expert advice and technical input into a variety of planning functions, from local plans and supplementary planning documents to planning applications including pre applications. Your knowledge of traditional building construction and repair, and expert knowledge of relevant policies and principles, will contribute an important role in conserving the listed buildings and conservation areas that make Dorset so characteristic.

The Dorset Council area has an outstanding natural and historic environment, with national and international designations.

**Travel requirement**

This position has a significant travel requirement. This means that there is a requirement for a vehicle (or transport deemed to be suitable by the council) to be available on most working days in order to carry out normal duties. Employees in positions with a significant travel requirement are required to provide a replacement vehicle if their usual vehicle is not available over an extended period.

**Other information**

The job description is for a career-graded post spanning three levels, grades 9, 10 and 11. This particular post is at grade 11.

Applicants are expected to hold a degree-level qualification in Building Conservation, Town and Country Planning or a related discipline. Membership of the Institute of Historic Building Conservation (IHBC), or eligibility for membership of the IHBC is necessary. Undertaking continuous professional development in order to keep up with changes in national policy and best practice is essential.

The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.

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| **Context statement prepared by:** | | | |
| Manager | Alison Turnock | Date | 11th November 2024 |