



Important Information about the Job

Job Title	Senior Conservation Officer
Salary	£31,465 per annum
Location	Somerset Heritage Centre, Brunel Way, Norton Fitzwarren, Taunton TA2 6SF
Hours of Work	The normal working week is 37 hours Monday to Friday. From time to time, the postholder will be expected to be flexible in order to accommodate weekend and evening work as required.
Contract	A fixed-term contract for three years in the first instance. Extension may be possible subject to future funding.
Probationary Period	All new employees are subject to a probationary period of 6 months.
Leave	The annual leave for this post (based on full time hours) is 29 days, in addition to the standard 8 public and bank holidays. The leave year runs from 1 November to 31 October.
Notice Period	Following successful completion of the probationary period, this post will be subject to a notice period of two calendar months.
Disclosure and Barring Service Check	Not an essential requirement of the post.

Job Description

Job Title	Senior Conservation Officer
Reports To	Conservation Manager
Team	Historic Environment Service
Job Purpose	<p>The SWHT Historic Environment Service is a multi-disciplinary team of archaeologists, conservation officers, conservation craftsman and volunteers working to protect, preserve and promote the historic environment in Somerset.</p> <p>It works in partnership with the County Council and several district authorities to deliver archaeology and built heritage advisory services in the planning system.</p> <p>The Senior Conservation Officer will work with the Conservation Manager to provide a built heritage advisory service to the newly formed Somerset West & Taunton Council (currently Taunton Deane Borough Council & West Somerset Council).</p> <p>You will provide advice where development proposals impact on the historic environment, produce assessments and recommendations on planning permission and listed building consent applications, and advise the Council, applicants and members of the public on building conservation issues.</p>
Working Relationships	<p>Internal: All SWHT staff and volunteers</p> <p>External: Somerset West & Taunton Council planning officers; Somerset County Council planning and highway officers; Historic England inspectors; Dioceses of Bath & Wells Diocesan Advisory Committee; applicants and agents; the public; SWHT partner organisations; and other bodies and trusts.</p>
Additional Information	<p>The ability to travel independently for work is an essential requirement. Occasional evening and weekend working may be required.</p>

Key Responsibilities and Tasks

- 1) To undertake pre-application discussions and negotiations with developers and key stakeholders and to provide a written recommendation to the Council.
- 2) To consider the built heritage merits of listed building consent and planning permission applications in accordance with statutory legislation, the National Planning Policy Framework, the Local Plan, supplementary planning documents and other policies and guidance, and to provide a written recommendation to the Council.
- 3) To respond to statutory faculty consultations, to attend delegation visits and to provide written recommendations to the Diocese of Bath and Wells on behalf of the Council.
- 4) To liaise with applicants, Historic England, other consultees and key stakeholders, as required, to provide advice on development proposals.
- 5) To undertake site visits in relation to application and pre-application consultations.
- 6) Where an appeal is lodged, to prepare written statements and to represent the Council at informal hearings.
- 7) To consider the built heritage merits of County Council development proposals in the District (highway schemes, historic bridges, 'Regulation 3' planning application) and to provide a written recommendation to the County Council.
- 8) To respond to general enquiries from the public and from the Council.
- 9) To identify information for inclusion on the Somerset Historic Environment Record.
- 10) To liaise with the Council's enforcement officer concerning enforcement matters and to recommend action.
- 11) The job holder is required to follow and comply with all policies and procedures of the Trust which includes the Trust's Health and Safety procedures in the workplace, ensuring personal safety and the safeguarding of the interests and safety of all staff, trainees, visitors, and others at the Trust.
- 12) To uphold the working values and expectations of the South West Heritage Trust.
- 13) To carry out other duties relevant to your post as reasonably required by your line manager.

Person Specification

To succeed in this role you will need to demonstrate:		
	<i>Essentials</i>	<i>Desirables</i>
Qualifications	<p>Educated to degree level or equivalent in town planning or another relevant subject.</p> <p>A post graduate diploma or master's degree in historic building conservation.</p>	<p>Membership of a relevant professional or specialist body e.g. IHBC or RTPI.</p>
Experience, skills and knowledge	<p>Appropriate work experience of at least 2 years.</p> <p>Good understanding of planning and listed building legislation, policy and procedures.</p> <p>Sound working knowledge of architecture, urban design, traditional construction techniques and methods of repair.</p> <p>Sound working knowledge of conservation principles and heritage issues.</p> <p>Computer literate in the use of word processing, mapping, spread sheets, and digital imaging.</p>	<p>Experience of working in local government.</p> <p>Experience of Development Management including negotiating with developers and householders.</p> <p>Experience of managing a complex caseload.</p>
Attributes	<p>An ability to work independently, showing initiative and flexibility.</p> <p>Good written and oral communication skills, with tact and clarity.</p> <p>The ability to offer a creative approach to identifying and solving issues.</p> <p>Valid driving licence and access to a car.</p>	<p>Ability to work as part of a team.</p>