

ROYAL BOROUGH OF GREENWICH

JOB DESCRIPTION

DEPARTMENT Place & Growth

POSTHOLDER

SECTION Planning & Building Control

GRADE PO3

POST DESIGNATION (TITLE) Conservation and Urban Design Officer

Purpose of Job:

To be responsible to the Place Shaping Manager for:

- i) The provision of planning advice in relation to all matters concerning heritage assets, particularly conservation areas and listed buildings.
- ii) Advising the Council's development management service as required on all matters relating to urban design, conservation and listed buildings.
- iii) Advising developers and planning officers on the conservation and design aspects of major developments at all stages of proposals, including those affecting listed buildings and within conservation areas.
- iv) Contributing to design and conservation related policy and guidance as required.
- v) Responsible for a specialist planning service in relation to heritage, conservation and historic buildings, including providing specialist input into development schemes, preserving and enhancing the heritage of the Borough.
- vi) Undertake supervision/management of up to two staff members as and when required within specialist field.

Main Duties:

- 1) Provide specialist advice to the Place Shaping Manager, Head of Plan Making and Place Shaping, and Development Control Managers on all aspects relating to heritage, conservation and urban design and provide recommendations on applications for planning permission involving complex conservation and design related issues.
- 2) Process listed building consent applications and certificates of lawfulness of proposed works to listed buildings, covering all aspects. Prepare reports containing listed building assessments and recommendations and present reports to the Chief Planning Officer and Borough committees on relevant conservation and listed building issues.

- 3) Contribute to the Royal Borough's strategic and detailed policies in respect of design and heritage and ensure the implementation of such policies in respect of statutory and non-statutory plans, local plans and schemes, development proposals, detailed plans, environmental and landscaping improvements.
- 4) Contribute to the conservation and historic buildings aspects of the preparation and review of the Local Plan and other policy documents.
- 5) Contribute to the preparation and review of design related guidance, including design codes.
- 6) Carry out specialist conservation and design projects including the preparation of specific guidance for conservation areas as directed by the Place Shaping Manager.
- 7) Carry out specialist conservation projects and be responsible for the introduction of new or revised guidance for conservation areas such as guidance notes for Article 4 areas, including document preparation, full public consultation and adoption procedures.
- 8) Review the Borough's conservation areas and be responsible for new designations and advise on matters relating to the possible listing of buildings.
- 9) Manage the programme of conservation area character appraisals and management strategies (CAMS) for the Borough's conservation areas including preparation, full public consultation, adoption and implementation of recommendations for boundary changes, listed building additions and changes to planning controls such as Article 4 Directions.
- 10) Manage the Borough Heritage at Risk programme: coordinate the Borough's entries on the Register with Historic England and take responsibility for progressing the removal of properties from the Register.
- 11) Co-ordinate the funding programmes for grant aid to listed buildings and conservation areas.
- 12) Prepare and give specialist evidence on complex design, conservation and listed building issues at Planning Boards, Public Inquiries and Appeals.
- 13) Procure and manage consultants on projects relating to conservation and historic buildings.
- 14) Maintain an up-to-date register of the Borough's entries on the List of Buildings of Special Architectural or Historic Interest; be responsible for making applications to Historic England for buildings recommended for statutory listing; be responsible for assessing applications for new additions and for writing listed building descriptions for new entries.
- 15) Undertake site visits to construction sites with applicants and agents to discuss and assess proposals. To undertake area site visits in respect of the preparation of conservation area character appraisals and management strategies (CAMS) for the Borough's conservation areas and changes to planning controls such as Article 4 Directions.
- 16) Ensure the Place Shaping Manager is kept fully informed of developments and any action required.

- 17) Undertake supervision/management of up to two junior staff members as and when required within specialist field.

Communications:

- 1) Deal with enquiries from and provide advice to the public, developers, potential developers, councillors, other Council Directorates and other Local Planning Authorities, as appropriate, on design, conservation and listed building issues and proposals involving historic environment policy interpretation or planning law, technical or design criteria.
- 2) Deal with stakeholders involved in complex and sensitive proposals involving listed buildings and/or within conservation areas.
- 3) Represent the Royal Borough at various internal or external meetings, public inquiries or forums and court hearings on conservation and listed building matters as required.
- 4) Represent the Royal Borough on working parties, inter-borough consultations, meetings with government departments and statutory undertakers on conservation and listed building matters as required.
- 5) Liaise with external organisations, government departments and Historic England on conservation and listed building matters and specified projects.

Miscellaneous:

- 6) To undertake any other work appropriate to the level and general nature of the post's duties.
- 7) Where necessary for the job role or appropriate for continued development in the role, the post holder may be required to participate in training and development courses made available via the Council's Apprentice Levy funding.
- 8) To undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Council's Equal Opportunities and Customer Care policies.
- 9) To perform all duties in line with Council's staff values showing commitment to improving residents lives and opportunities, demonstrating respect and fairness, taking ownership, working towards doing things better and working together across the council.
- 10) To undertake supervision/management of staff as and when required.
- 11) You may be required to undertake alternative, additional or ancillary duties from time to time or transfer to another service department within the Council as the Council may reasonably direct to meet service user demand in the event of a crisis or emergency.

Designation of the Post to which the Post-Holder normally reports to: Place Shaping Manager