

Person Specification

Job Title	Conservation and Urban Design Officer
Grade	PO3-Scalepoint 32 rising to PO3-Scalepoint 35
Service/Section	Plan Making & Place Shaping Team / Planning and Building Control
Directorate	Place & Growth

Shortlisting Criteria: Essential criteria assessed via application form should be used to shortlist.

Criteria	Essential/ Desirable
Knowledge	
Educated to degree level in a relevant subject.	E
Understanding of current legislation, Government regional and local policies and, procedures and current planning and conservation matters.	E
Skills and Abilities	
Proven ability to deal with major and sensitive development proposals and projects involving listed buildings and/or within conservation areas.	E
Ability to communicate effectively, verbally, in writing and via new technology.	E
Ability to work within the political system and advise Members.	E
Experience	
Relevant experience in conservation, heritage, urban design and/or architecture, including in relation to planning.	E
Experience of preparing and presenting reports, appraisals and guidance on heritage and design issues.	E
Experience of managing local heritage list	D
Experience of answering enquiries and providing specialist advice on heritage and design related issues.	D
Experience of processing listed building consent and certificate of lawfulness applications and providing heritage and design comments on planning applications.	E
Equal Opportunities	

Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.	E
Understanding of and commitment to achieving the Council's staff values and ability to put into practice in the context of this post.	E