

CROYDON COUNCIL

ROLE PROFILE AND PERSON SPECIFICATION

DEPARTMENT: Place

DIVISION: Planning and Strategic Transport

JOB TITLE: **Lead Conservation Officer**

N.B: If you have any issues printing this document please contact HR

ROLE PROFILE

Job Title: Lead Conservation Officer (Conservation)
Department: Place
Division: Planning and Strategic Transport
Grade: Grade 14

Grade Grade 14

Hours (per week): 36 hours

Reports to: Team Leader (**Placemaking**)

Responsible for: Conservation Project Officer

Role Purpose and Role Dimensions: To manage, support and provide conservation and heritage advice and services to projects including: those associated with the production of the Local Plan and the Local Development Framework; masterplans and urban design studies; income-generating projects including public realm, architectural and landscape projects; providing conservation and heritage advice and input at all stages of the Development Management process and contributing to the management and promotion of Croydon Place Review Panel. To provide quality conservation and heritage services and advice to Council planning and corporate services and to promote and enable good design and placemaking more generally in Croydon. Work is to be produced on time, to a high quality and to budget.

The provision of an effective and responsive spatial planning service:

At Grade 14: To manage multiple projects in the service plan. Competent practitioner level of understanding of project management, conservation and heritage, planning and design processes and methodologies equivalent to appropriate professional qualifications. Primary point of contact and responsibility for conservation specialist advice across the service and council. Managing workload of conservation team.

Commitment to Diversity: As a member of the Place Making Team to take individual and collective professional responsibility for championing the council's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

Key External Contacts: Contact with statutory consultees, Historic England, the Georgian Society, SPAB, Victorian Society, Twentieth Century Society, English Nature, The Environment Agency, Greater London Authority, government departments

and organisations such as Design Council CABE, Design South East, Urban Design Group, IHBC, RIBA and Landscape Institute. Contact with developers, external consultants and liaison with local public and voluntary

Key Internal Contacts:

Collaborating with project officers in other departments. Leading project teams involving staff from across the Council. Occasionally presenting reports to meetings of senior members and management of the department. Reporting to Programme Managers, clients and client groups where necessary.

Financial Dimensions:

Responsible for budgets allocated to a series of projects within the service plan with a focus on conservation, heritage, urban design and spatial planning.

Key Areas for Decision Making:

Judgement on the merits or otherwise of plan making evidence; representations submitted to Spatial Planning consultations; plans and urban design proposals submitted by developers (including the Council) and their impact on the historic environment and project management, conservation and design judgements made as part of project management and design processes. Judgement of conservation merits of regeneration proposals and funding bids for other council teams.

Other Considerations:

Ability to attend evening or weekend meetings and from time to time and to work hours required to meet pressing deadlines that may exceed contracted hours

Is a satisfactory disclosure and barring check required?

[\(click here for guidance on DBS\)](#)

No

What level of check is required?

Is the post politically restricted?

[\(Click here for guidance on political restriction\)](#)

No

Is the post exempt from the Rehabilitation of Offenders Act (ROA) 1974

[\(Click here for guidance on ROA \)](#)

No

Key Accountabilities and Result Areas:

Assisting in the delivery of allocated projects in the Local Plan programme

Key Elements:

This will involve:

- With an emphasis on conservation and heritage, reporting on a range of Local Development Documents and projects, masterplans, design and conservation projects, evidence base projects, planning performance agreements and planning obligations
- Contributing conservation and heritage skills and knowledge to projects and project processes
- Contributing graphic communication skills to projects and project processes
- A knowledge of the planning system and the role that conservation, heritage and design plays in it
- Monitoring so that projects are within available staff and financial resources
- Producing regular reports on project progress and risks to officer and member meetings
- Following the Service's project management methodology and toolkit for delivery of Spatial planning projects.
- Reporting to the assigned project manager in terms of discharging agreed responsibilities
- Ensuring all project risks and issues are captured

Provide highlight reports on the financial and risk management of allocated project budgets

This will involve:

- Identifying and applying appropriate financial measures of proficiency and progress
- Monthly monitoring of budget expenditure and assessment of consequent financial risks
- Obtaining financial approval to activities and projects, in accordance with financial regulations
- Approval to contracts and payments, in line with procurement and financial regulations

Support the production of the Local Plan and SPDs that promote the strengths of Croydon as a place to live and work

This will involve:

- Matching the demand for the Local Plan and SPDs against available staff and financial resources
- Ensuring planning documents meet all appraisal and assessment criteria for environment, sustainability, equalities and community strategy implications

Support fee-earning projects in the field of Spatial Planning

This will involve:

- Monitoring so that projects are within available staff and financial resources
- Producing regular reports on project progress and risks to clients
- Following the Service's project management methodology and toolkit for delivery of Spatial planning projects.
- Reporting to the assigned project manager in terms of discharging agreed responsibilities
- Ensuring all project risks and issues are captured

Provide high quality specialist conservation and heritage advice to the Development Management Service through all stages of the Development Management process including appeals and enforcement cases

This will involve:

- A comprehensive understanding of the design process and a proven ability to influence and negotiate positive conservation, heritage and design outcomes through the Development Management process
- Providing proactive verbal, drawn and written conservation and heritage input, advice and recommendations on pre-applications with a focus on conservation, heritage, townscape and views
- An ability to understand and clearly articulate complex design and conservation concepts verbally and in writing
- Providing verbal, drawn and written conservation, heritage and design input, advice and recommendations on planning applications, reserved matters applications, discharge of conditions and other applications
- Providing written content for case officer letters, reports and notices including drafting conditions
- Contributing to S106 drafting and negotiations
- Contributing to appeals, hearings and public inquiries
- Contributing to planning enforcement cases
- Exploiting the use of new technology where feasible to help improve the efficiency and effectiveness of review of the impacts of development, for example using 3D modelling and views testing

To promote and contribute to management of the Croydon Place Review Panel

This will involve:

- An ability to understand and clearly articulate complex design concepts verbally and in writing
- To provide PRP services in line with the published guidance
- To ensure that PRP services are delivered in line with industry best practice
- To help organise regular PRP review of schemes moving through the pre-application process
- To ensure timely production of high quality written PRP reports for applicants
- To ensure that PRP advice is fed back in to the design process
- To promote use of PRP for other Council projects, including those that do not necessarily require planning consent

Preserve and enhance the local distinctiveness,

This will involve:

character and heritage significance of the borough through the production and review of conservation area appraisals and management plans, the borough character appraisal and the provision of advice regarding designated and non-designated heritage assets including Listed & Locally Listed Buildings, Conservation Areas & Local Heritage Areas (NB THIS TEXT COULD BE DELETED)

- A knowledge of how conservation, heritage and character inform the design process and contribute to successful placemaking
- Promoting and championing the heritage and conservation policies set out in the Croydon Local Plan
- Providing conservation and built heritage advice as part of the Development Management and enforcement processes
- Providing conservation and built heritage advice to internal and external customers, councillors and directors.
- Actively promoting projects that would enhance Croydon's heritage assets and wider historic environment
- Contributing to production and update of the Borough Character Appraisal, Masterplans and other evidence base and supplementary planning documents.
- Nominate buildings and landscapes for statutory designation and advise on the suitability of proposed designations.
- Maintain up to date records of Croydon's designated and non-designated heritage assets
- Production of documents identifying significance, and policy proposals to manage change, such as Conservation Area Appraisals and Management Plans
- Engaging with and provide professional advice to Conservation Area Advisory Panels, local amenity group meetings, Historic England, IHBC and other conservation and heritage bodies
- Monitoring and maintaining the Heritage at Risk register; leading negotiations with owners and liaising with Historic England to actively remove assets from the register.
- Providing advice to the public on matters relating to conservation and built heritage including technical aspects of repair, materiality, structure and specialist advice on significance and impact.

Delivering imaginative professional conservation and heritage services to internal and external clients to satisfy the spatial planning, heritage and design quality objectives of the LDF and other adopted Council strategies, to improve outcomes for people and the quality of the environment and to generate income for the Council

This will involve:

- An understanding of how conservation and heritage form part of the design process and an ability to deliver projects that preserve and enhance heritage assets and the wider historic environment
 - Using conservation and heritage expertise to support initiatives to regenerate the Borough , attract inward investment, create value for Croydon and income for the Council
 - Assisting the work of other teams and services to ensure the delivery of successful, joined-up placemaking
 - Contributing to tenders for internal and external project commissions
 - Managing or contributing to the production of and/or producing conservation area appraisals and management plans, masterplans, area strategies and urban design frameworks
 - Contributing to championing of the delivery of conservation area management plans, masterplan projects and area strategies
 - Contributing conservation and heritage input to the production of and/or producing feasibility studies, site capacity studies, planning / development / design briefs, sketch schemes
 - Contributing specialist conservation and heritage input to the production of and/or producing designs for public realm, public art, infrastructure, landscape, meanwhile and architectural projects
 - Seeking feedback on completed projects and monitoring their ongoing use and performance
 - Assisting with entering completed projects for local, regional, national and international awards

Make a noticeable improvement to the public realm of the borough

This will involve:

- A comprehensive understanding of how conservation and heritage contribute to the design process and a proven ability to deliver projects that preserve or enhance heritage assets
- Championing and promoting the Public Realm policies set out in the Local Plan
- Championing and promoting the use of the Croydon Public Realm Design Guide (including a comprehensive materials palette, hierarchies of places, whole life costings and other design guidance)
- Contribute to proactively coordinating Council-led delivery of public realm projects with public realm proposals that emerge through the development management pre-application and application process that would enhance the historic environment and which may be delivered by other developers or public sector bodies
- Contribute to seeking funding for public realm projects that would enhance the historic environment, align with the Local Plan, Conservation Area Appraisals, masterplans, OAPF and IDP and promoting their delivery
- Contributing to providing direct design services through all RIBA stages for design of public realm schemes to internal and external clients and/or providing client-side conservation and heritage advice, brief-writing, procurement assistance and management of external conservation and heritage consultants
- Contribute to promoting, enabling and/or designing meanwhile, precursor and activation projects where they enhance the historic environment, aid delivery and building enthusiasm and understanding of longer term plans and projects
- Seeking feedback on completed projects and monitoring their ongoing use and performance
- Undertaking a range of tasks and projects, as directed by the Head of Spatial Planning, Placemaking Team Leader and Deputy Team Leader
- Promoting excellence in placemaking, urban design, landscape architecture, public realm design, architecture conservation, heritage, spatial planning and community engagement and participation

Assisting with production of bid documents

This will involve:

- Assisting with production of bidding documents to secure external funding
- Ensuring sufficient quality of presentation and content of bidding documents to maximise successful funding

Assist in proactively promoting and championing the Local Plan, the work of the service and excellent conservation, heritage, design and placemaking in Croydon

This will involve:

- Developing a comprehensive knowledge of the spatial vision for the borough as conveyed in the Local Plan and associated planning and corporate documents and the role that conservation and heritage plays in this

- Assisting promoting and communicating the Local Plan and the work of the service to internal and external customers through a range of media
- Assisting in initiatives that champion the value of conservation and heritage, excellent design and placemaking such as London Open House weekend, London Festival of Architecture, Urban Design Week, Urban Design London and Public Practice
- Assisting in entering the work of the team for awards such as Landscape Institute Awards, New London Awards, RTPI Awards, Urban Design Awards etc.
- Assisting the work of other teams and services to ensure the delivery of successful, joined-up design and placemaking
- Assisting forging productive links with academic institutions, professional bodies and other organisations where these relationships result in promoting Croydon, its historic environment and excellence in design and placemaking
- Forging links with national and local conservation societies, to champion heritage within the borough, including providing point of contact, developing talks and initiatives.

Assisting in building an effective spatial planning service that is recognised as a class leader in London

This will involve:

- Undertaking a range of tasks and projects, as directed by the Head of Spatial Planning and Placemaking Team Leader or relevant project manager
- Promoting excellence in placemaking, design, planning, urban design, conservation, heritage, plan making, planning engagement, research and evidence studies

Green Commitment

- Ensuring both individual and teamwork meets the Council's Green Commitment Policy goals in reducing energy consumption and waste, increasing renewable energy use and recycling, contributing to a reduction in traffic congestion and using sustainable materials.

Data Protection

- Being aware of the council's responsibilities under the Data Protection Act 1998 for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply.
- Maintaining customer records and archive systems in accordance with departmental procedures and policies as well as statutory requirements.

Confidentiality

- Treating all information acquired through employment, both formally and informally, in confidence. There are strict rules and protocols defining employee access to and use of the council's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Equalities and Diversity

- The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and promote its policies in their own work, undertake any appropriate training to help them to challenge prejudice or discrimination.

Health and Safety

- Being responsible for own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment and report defects and hazards to management. Managers should carry out, monitor and review risk assessments, providing robust induction and training packages for new and transferring staff, to ensure they receive relevant H&S training, including refresher training, report all accidents in a timely manner on council accident forms, ensure H&S is a standing item in team meetings, liaise with trade union safety representatives about local safety matters and induct and monitor any visiting contractors etc, as appropriate.

Contribute as an effective and collaborative team member

This will involve:

- Participating in training to demonstrate competence and as required for the role.
- To actively participate and contribute to team meetings, workshops and a design team culture
- To participate in first aid training as required
- Participating in the development, implementation and monitoring of service plans.
- Championing the professional integrity of the service.

Person Specification

Job Title:

Lead Conservation Project Officer (Conservation)

Essential knowledge

- IHBC accredited postgraduate degree in a subject closely related to built environment conservation and heritage, with a preference for qualifications in building conservation, architectural conservation, urban conservation.
- Eligible for membership of a professional institute relevant to built environment conservation (e.g. IHBC)
- Comprehensive understanding of current issues & developments affecting, conservation, heritage, planning, design, regeneration & local government in London

- Policy: comprehensive understanding of main central government, conservation, heritage & development plan policy issues
- Law: comprehensive understanding of spatial planning, conservation and heritage legislation & good appreciation of related legislation including local government legislation
- A comprehensive knowledge of design / design processes in the built environment and high quality sustainable environments
- General level of political awareness & comprehensive knowledge of the operation of local government

Essential skills and abilities

- Ability to take the lead in providing specialist conservation advice across the department and council
- Ability to act as point of contact for conservation matters across the service and the council, including councillors, directors, other council services as well as external national and local groups
- Ability to manage workload of the conservation team
- Ability to provide advice, guidance and leadership to conservation support officer
- Writing: display high level of ability in letter writing; clear reports on complex or controversial issues; exhibit a clear & comprehensible writing style in line with Plain English principles
- Ability to utilise technologies in a planned and programmed manner
- Ability to understand, appreciate and articulate visual, aesthetic and design concepts
- Ability to conduct primary research, analyse, interpret and summarise large amounts of information
- Drawing and visual representation skills: high level of proficiency
- Conservation and heritage skills: high level of proficiency
- High level of proficiency in identifying and conveying heritage significance
- High level of proficiency in identifying the impact of development schemes on heritage significance and in negotiating changes to proposals to avoid or minimise harmful impacts
- High level of proficiency in articulating and making judgements in accordance with heritage legislation and policy, and having to defend those judgements at appeal including Public Inquiry
- Time/priority management: good level of proficiency
- Ability to work under pressure & handle stress

Essential experience

- Demonstrable ability to take tactical decisions and achieve high quality and high level outputs through the practical application of project management techniques
- Innovative thinker & ability to analyse & weigh complex issues
- Good understanding of the dynamics of team working
- Assertiveness: high level of proficiency
- Negotiation: high level of proficiency; clear listening, questioning and reasoning ability
- Verbal communication: good level of proficiency in most scenarios
- Presentation skills: presentation of specialist conservation issues and items at Committee
- Customer care champion
- To be highly skilled at conveying ideas through a range of media

- To be highly skilled at assessing proposals in three dimensions and produce innovative conservation solutions
- Ability to provide a commercial service to fee-paying clients

- Several years experience of major issues related to spatial planning, conservation, heritage and design in a large, complex organisation
- Experience of member level meetings or committees, working to complex constitutional procedures and public meetings
- A proven ability delivering successful complex projects that demonstrably enhance the historic environment
- A proven ability to successfully apply conservation and heritage principles to complex spatial planning / regeneration projects

- To be prepared to attend evening and weekend meetings (eg committees & events within the borough)

Special conditions

