

# LONDON BOROUGH OF LEWISHAM

## JOB DESCRIPTION

<b>Designation:</b>	Principal Design and Conservation Officer (Career Grade)	<b>Grade:</b>	PO5 - PO6
<b>Reports to (Designation):</b>	Head of Strategic Planning	<b>Grade:</b>	SMG 3
<b>Directorate:</b>	Place	<b>Department:</b>	Planning

---

### Main Purpose of the Job

To lead on the provision of specialist building conservation and design advice and to properly consider the borough's heritage in the delivery of its development management function and other activities

To provide specialist conservation advice and professional input to planning policies in respect of the historic environment.

To lead on proactive conservation projects, manage the preparation of conservation SPDs, and contribute to other urban design and regeneration projects in the borough.

Provide technical guidance, mentoring, day-to-day supervision and line-management of more junior officers, promoting consistent, high-quality policy work, advice and constructive engagement with applicants, stakeholders and the community.

---

### Specific Duties and Responsibilities:

#### P05

1. Take the leading role in formulating the Strategic Planning Team's work programme in relation to the historic environment in consultation with the Strategic Planning Manager to secure and improve service, quality and efficiency objectives, priorities and timescales.
2. To be the leading officer providing professional specialist conservation advice, technical support and making recommendations on recommendations on the most complex, high risk, strategic, major applications and regeneration projects worth up to £1 billion as well as non-routine aspects of conservation work affecting the built environment including undertaking site visits, drafting written responses, and attendance at meetings, negotiation with owners, developers and other officers within Planning and other service units, stakeholders and interested parties, as required.
3. Ensure the work of the team is accessible, responsive and customer focused, that the community is involved through the implementation of the Council's public participation and equalities policies and practices, and that any adopted conservation documents are in compliance with good practice, legislative requirements, the Statement of Community Involvement and liaison with Government, the Mayor of London, key stakeholders, residents and the community.
4. Take a lead role in driving forward and successfully implementing initiatives within the service including system and process development, staff training and projects with stakeholders.

5. Review and keep up to date on new conservation policy, legislation, techniques and developments and inform and advise the Planning Service on implementation and implications for the Borough.
6. Ensure that opportunities for multi-disciplinary and cross team working are maximised.
7. Brief and ensure key Members are aware of important strategic issues affecting the Planning service with regard to the historic environment.
8. Promote and champion building conservation and high standards of design intervention in the historic environment to the wider public generally.
9. Provide technical guidance, support, mentoring, day-to-day supervision and line-management of and mentoring to the Design and Conservation Officer and any additional agency or seconded staff that may be included at various times, promoting consistent, high-quality work, advice and constructive engagement with applicants, stakeholders and the community.
10. Provide support and mentoring to the Design and Conservation Officer and any additional agency or seconded staff that may be included at various times.
11. Provide specialist conservation advice to Development Management staff and developers on complex developments with significant historic environment implications, liaising with Historic England and National Amenity Societies as necessary.
12. Lead on complex listed building applications.
13. Undertake delegated authorisation for relevant decision making within the service.
14. Lead on pre-application discussions with developers and other relevant officers across the Council on complex development proposals advising, negotiating and recommending on matters relating to the historic environment.
15. Lead in negotiations with developers to achieve high quality developments that preserve or enhance the historic environment.
16. Undertake surveys and site inspections as required.
17. Attend meetings of the Planning Committee and any other meetings of the Council as may be required, including public meetings.
18. Produce expert witness statements and represent the Council at Planning Hearings, Public Inquiries and Magistrates Court hearings
19. Support the Head of Strategic Planning in the Interviewing and recruitment of relevant conservation staff
20. Interview, recruit and project manage consultants to undertake conservation projects across the borough and ensure tenders, contracts and budgets are complied with.
21. Prepare relevant policy advice, supplementary planning documents, associated committee reports, and other information to support and promote the work of the Strategic Planning team.
22. In consultation with the Head of Strategic Planning, prepare and present reports, and make appropriate recommendations to Council's Committees, Mayor and Cabinet, Panels, Members and the Executive on a range of matters.

23. Keep the condition of historic buildings, landscapes and gardens under review, submit recommendations to Historic England for additional or removal of heritage assets to the Heritage at Risk Register, and initiate action to safeguard them where necessary including pursuit of enforcement action.
24. Manage the programme of conservation area appraisal, designation and management, including the preparation and adoption of Conservation Area Character Appraisals, Article 4 Directions, subsequent reviews and enhancement schemes for conservation areas and listed buildings, including consultations, reports and committee approvals.
25. Lead on the preparation and adoption of the Borough's heritage strategy, including consultations, reports and committee approvals.
26. To consider and make the case for inclusion of buildings to the statutory List of Buildings of Special Architectural or Historic Interest, for addition to the Council's Local List of buildings, or for designation of areas as Conservation Areas or as Areas of Special Local Character.
27. To maintain, update and improve the accessibility of records relating to the historic environment including the statutory list, local list, conservation areas and areas of special local character.
28. To manage the preparation of bids for internal and external resources to fund key heritage projects and programmes.
29. Participate in training and briefing sessions as required and maintain a record of all training and professional development undertaken.
30. Internal Contacts: These include colleagues and senior managers in planning policy, development management, planning enforcement, building control, , regeneration, schools , highways, climate change and sustainability and other areas of the council.
31. External Contacts: This will include residents, Members, MPs, resident associations and other local groups, Historic England, National Amenity Societies, developers and architects.
32. To carry out the duties of the post with due regard to the Council's relevant codes and procedures.
33. To carry out duties with due regard to the Council's values and behaviours
34. All employees are required to participate in Appraisal and Performance Management processes and to undertake appropriate training and development, including mandatory induction training, identified to enhance their work.
35. Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to restructuring the duties of this post for a disabled postholder

**This job description may need to be amended by the directorate to meet the changing needs of the service.**

**Number of fully managed staff:** One

**Title:** Design and Conservation Officer (Career Grade)

**Grade** P01-P03

**No of posts** up to two

**Number of partially managed staff:** N/a

<b>Title:</b>	<b>Grade</b>	<b>No of posts</b>
---------------	--------------	--------------------

---

**CRITERIA FOR PROGRESSION TO P06 (as for P05 plus the following)**

1. To deal with the most significant, complex, high profile, and contentious enforcement casework and major developments, including all pre-application and application work associated with these.
2. Be responsible for the preparation and presentation of written or oral reports and briefings to the Cabinet lead, Mayor, Cabinet, Planning Committees, Sustainable Development Select Committee, and other relevant bodies, and to attend and lead meetings with Members as necessary.
3. Under the supervision of the Strategic Planning Manager lead on the preparation and management of agendas, meetings and relevant attendees for such meetings as delegated by the Managers of the Planning functions within the Service. For example, Strategic and Local Planning Committees, Sustainable Development Select Committee and Design Review Panel.
4. To undertake significant staff line management responsibilities over and above the responsibilities of the PO5 level. This may include leading on recruitment, inductions, probations, appraisals and capabilities procedures.
5. To fully deputise for Head of Strategic Planning as required.

Consideration will be given to restructuring the duties of this post for a disabled postholder

**This job description may need to be amended by the directorate to meet the changing needs of the service.**

## PERSON SPECIFICATION

**Job Title:** Principal Design and Conservation Officer (Career Grade)

**Grades:** PO5 - PO6

**Department:** Planning Service

### Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

<b>Person Specification Requirements</b>	
<b>Knowledge</b>	
<b>P05 – P06</b>	
Extensive knowledge of:- <ul style="list-style-type: none"> <li>• Conservation law and practice</li> <li>• Historic building conservation philosophy</li> <li>• Building construction and urban design</li> <li>• Town and Country Planning Acts</li> <li>• Planning and Compulsory Purchase Act</li> <li>• Government Planning Policy Guidance, Statements, Regulations and Circulars</li> <li>• National Planning Policy Framework</li> <li>• London Plan and regional planning issues</li> <li>• Broader Council-wide corporate and planning issues.</li> </ul>	<b>S</b>
<b>Aptitude</b>	
<b>P05 – P06</b>	
Ability to operate in a strategic environment.	
Ability to respond positively and where necessary sensitively to enquiries from the public, Members and other external contacts.	
Ability to contribute at a senior level to cross Council initiatives and multi-disciplinary projects.	
Able to work well under pressure and to deadlines with minimum supervision.	
Ability to set and monitor performance targets	
Practical and output orientated.	

Proactive and creative approach to work.	
<b>Equal Opportunities</b>	
Awareness of and a commitment to Equality of Access and Opportunity in a diverse community	<b>S</b>
Understanding of how equality and diversity relates to this post.	<b>S</b>
<b>Experience</b>	
<b>P05 – P06</b>	
Substantial experience of contributing at a senior level to cross Council initiatives and multi-disciplinary projects.	<b>S</b>
Experience of providing conservation and historic heritage advice at a senior level to achieve successful conservation and preservation outcomes.	<b>S</b>
Experience of preparing and managing work programmes.	<b>S</b>
Experience of driving forward a programme for the effective conservation and preservation of the historic heritage of the borough.	<b>S</b>
Substantial experience of successfully negotiating with and advising developers, architects etc both on site visits and office based meetings.	<b>S</b>
Experience of researching, writing and presenting reports on complex heritage and conservation issues at corporate management level and committees.	<b>S</b>
Experience of leading and giving expert evidence at Public Inquiries and other scrutiny mechanisms.	<b>S</b>
Experience of establishing credibility with various stakeholders and pressure groups of the Planning service, particularly in relation to community involvement on key planning policy and regeneration issues.	<b>S</b>
Experience of effective collaborative working with outside agencies and corporate development teams.	<b>S</b>
Experience of working in a political environment and awareness of political sensitivities.	<b>S</b>
<b>Skills</b>	
<b>PO5 – P06</b>	
High-level, clear and concise communication skills, both verbal, written, enabling the development of effective working relationships to influence a wide range of audiences.	<b>S</b>
Ability to quickly grasp complex information to arrive at effective outcomes and solutions.	
Sound negotiating skills to achieve creative solutions that enhance heritage assets.	
Excellent presentation skills.	
IT literate with good self-service computer skills.	
Strong visualisation and mapping skills, including familiarity with computer design packages.	
Ability to supervise and mentor junior staff	
<b>Qualifications /General Education</b>	
<b>P05 – P06</b>	
Fully trained degree or postgraduate town planning and/or historic building conservation or architecture.	<b>S</b>
Membership of a recognised professional body (IHBC, RIBA, RTPI)	<b>S</b>
Evidence of continuing professional development.	
<b>Personal Qualities</b>	
Resilience and drive to meet the demands and pressures of the post.	

Self-motivated approach with ability to meet critical deadlines and handle sensitive issues.	
Able to work with and build a rapport with a range of people from different disciplines	
To be outgoing and supportive to create a positive work atmosphere to deliver effective and focused work from the team.	
<b>Circumstances</b>	
Able to attend occasional evening Committee meetings, working parties etc. and occasional work outside normal office hours.	
Flexibility to undertake other duties commensurate with the grade and within the capabilities of the post holder that may arise from time to time.	

**DBS Disclosure Required?**    **No**     **Basic**     **Enhanced**

(Tick as appropriate – guidance available from your HR Advisor)