



Job Description

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St. Helens Council

Post: Conservation and Design Officer

Post Number: CPCD1

Department: Chief Executives

Grade: SCP 35-38

Responsible to: Development Plans Manager or Development Control Manager (depending on work area)

Purpose of the Post: To ensure that the Council achieves a consistently high quality of built development and public realm throughout the Borough and advise on the protection and enhancement of heritage assets.

Duties and Responsibilities:

1. To advise at all stages of the development process on the conservation aspects of listed building applications and other development proposals and applications affecting heritage assets such as conservation areas, Scheduled Ancient Monuments and Archaeology.
2. To provide urban design guidance on development proposals and planning applications at all stages of the development process.
3. To be responsible for the review of existing and declaration of new conservation areas and undertake appropriate appraisals and management plans for those areas.
4. Design and keep under review systems to record heritage assets, for example, listed buildings, scheduled ancient monuments, archaeology conservation areas, buildings at risk and buildings of local interest.
5. To prepare and keep under review all aspects of the Local Development Framework in relation to urban design matters including the preparation of policy, Supplementary Planning Documents, Development Briefs and Master Plans.
6. To prepare and keep under review all aspects of the Local Development Framework in relation to the historic environment including the preparation of policy, and Supplementary Planning Documents.
7. To provide evidence at all level of appeals, examinations and inquiries with regards to urban design or heritage matters.
8. To advise on urban design and conservation policies in all relevant Council strategies.
9. To advise on and support enforcement action appropriate to safeguard the character and future viability of listed buildings and conservation areas.
10. To deliver and assist in the delivery of regeneration, design or heritage related projects including the administration of grant schemes and management of associated budgets.



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- 11. To raise awareness and understanding of design and conservation issues including developing the skills capacity of planning staff and Councilors.
- 12. To maintain effective liaison with national, regional and local organisations relevant to design, listed buildings and conservation issues
- 13. Any other responsibilities allocated which are appropriate to the grade of the post.
- 14. To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.
- 15. To comply with the Council's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
- 16. To comply with the Council's Data Protection Policy and Code of Practice within the service area of the post.

This post is not subject to Disclosure.

This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989 (as amended).

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.

Date Prepared:

Date Updated: March 2015