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Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Senior Conservation Officer	Grade: PO2-PO4
Section: Planning and Transport Strategy	Directorate: Environment and Community Services
Responsible to following manager: Principal Conservation and Urban Design Officer	Responsible for following staff: N/A
Post Number/s:	Last review date: April 2016

Working for the Richmond/ Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of it's staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose:

To deliver high quality, robust and transparent decision making within tight time frames on conservation matters to ensure that the Planning and Transport Division is recognised as delivering an excellent planning service for all of our customers. The Senior Conservation Officer will independently manage an area of conservation and/or urban design, providing comprehensive and detailed advice on high profile planning applications, pre-application advice requests and correspondence to agreed and identifiable timescales, to deliver a successful planning outcome and provide a high



quality urban environment / public realm and to protect the boroughs' heritage assets. To independently manage key specialist projects related to conservation and design and its broader implementation within the borough, as allocated by the Principal Conservation and Urban Design Officer and Policy and Design Team Manager. To coach and supervise junior conservation officers to help them acquire the skills and knowledge so that they can become self-reliant in dealing with technical and people issues as required.

Specific Duties and Responsibilities:

1. Responsible for delivering a high quality conservation and urban design service in line with national and regional planning policy guidance. Undertaking all required community and stakeholder engagement and meeting the requirements set out in the prevailing legislation.
2. Responsible for the application of conservation and urban design expert advice on a full range of development management case work including complex and/or high profile planning applications and pre-application advice in response to planning best practice, procedure or policy within a legal/organisational policy framework.
3. To work independently and take personal responsibility for a full range of conservation and urban design work including the development and review of specialist conservation and urban design areas, pre-application advice, the input of conservation and urban design advice to complex and high profile planning applications, working to identifiable deadlines in a manner that is consistent with meeting corporate targets and objectives.
4. To undertake the preparation and review of Conservation Area Appraisals and Management Strategies / Plans as required too ensure an up to date guidance is available for all conservation areas.
5. To work independently to assess, engage and set out clear and robust conservation guidance in an accurate and well written officer report based on an up to date and relevant evidence base.
6. To maintain an up-to-date knowledge of national and regional planning policy and relevant legislation and to take a proactive approach to relevant changes in legislation and update junior staff on those changes.
7. That you are proactive in identifying issues and proposing improvements and creative solutions within the context of current and future service requirements in order to continually deliver high quality, customer focused planning services to managers and our full range of customers including developments in information technology systems, customer service and other processes and procedures and best serve to protect the borough's heritage assets.
8. To ensure that all conservation guidance, including conservation area character appraisals and management strategies is up to date and consistent with broader planning policy.



9. To implement self-contained projects or components of larger projects in order to deliver organisational objectives as well as enabling agreed changes in planning practice and processes to take place, taking a detailed project management role.
10. On occasions to present your own recommendation(s) to an Overview and Scrutiny Committee, WCAAC or other appropriate committees and other internal and public meetings on complex and/or controversial planning issues in a clear and concise manner including providing expert professional advice to Members and the public.
11. To ensure that you meet service-wide and corporate performance indicators, targets and customer service standards for the full range of your own workload and also any work of junior officers that you are supervising.
12. To lead on the preparation of specialist evidence in respect of appeals including presenting evidence at Public Inquiries, Hearings and written representation.
13. To initiate and participate in matters relating to policy compliance and enforcement matters and conflict resolution to ensure high quality innovative outcomes that reflect Council-wide objectives and policies.

CRITERIA FOR PROGRESSION TO PO3 (as for PO2 plus the following)

1. To work independently to assess, negotiate and set out clear and robust recommendations in an accurate, well written officer report based on relevant conservation guidance and other material considerations that require minimal input or correction from the Principal Conservation and Urban Design Officer or Policy and Design Team Manager.
2. To maintain an up-to-date knowledge of relevant legislation and to take a proactive approach to relevant changes in legislation and updating colleagues, within Conservation and Urban Design and other teams, on those changes and also recommending revised procedures and practices to the Principal Conservation and Urban Design Officer or Policy and Design Team Manager.
3. Lead and implement self-contained projects or components of larger projects in order to deliver organisational objectives as well as enabling agreed changes in planning practice and processes to take place.
4. Coach and facilitate the acquisition of skills and knowledge in others so that they are better equipped to be self-reliant in dealing with technical and people issues particularly for complex and high profile committee case work.
5. Provide advice and guidance in response to planning best practice, procedure or policy within a legal/organisational policy framework and develop solutions or recommendations to meet service needs.
6. To ensure that you meet service-wide and corporate performance indicators, targets and customer service standards are met for the full range of your own workload and to take a proactive role in coaching junior staff you are supervising to effectively and efficiently meet their own performance targets.



7. To initiate, participate in and where necessary take a management role on matters relating to conservation and urban design and project specific matters and conflict resolution to ensure high quality innovative outcomes that reflect Council-wide objectives and policies.

CRITERIA FOR PROGRESSION TO PO4 (as for PO3 plus the following)

1. When necessary, the job holder will be responsible for the direct supervision of at least one member of staff undertaking tasks of a project nature.
2. That you have demonstrated a proven track record of working independently to assess, negotiate and set out clear and robust recommendations in an accurate, well written officer report based on relevant conservation and urban design matters and a sound evidence base that require no input or correction from Principal Conservation and Urban Design Officer or Policy and Design Team Manager.
3. To maintain an up-to-date knowledge of relevant legislation and to take a proactive approach to relevant changes in legislation and update all staff on those changes and also recommending and implementing revised procedures and practices.
4. Coach and facilitate the acquisition of skills and knowledge in others so that they are better equipped to be self-reliant in dealing with technical and people issues particularly focusing on complex, high profile and politically sensitive conservation and urban design and project specific matters.
5. To take a lead role in providing advice and guidance in response to planning best practice, procedure or policy within a legal/organisational policy framework and develop and implement solutions or recommendations to meet service needs.
6. To take responsibility for ensuring that you and the team meet service-wide and corporate performance indicators, targets and customer service standards for the full range work in the team and that you are proactive in identifying issues and proposing improvements and creative solutions within the context of current and future service requirements in order to continually deliver high quality, customer focused planning services to customers and managers

Generic Duties and Responsibilities

- To contribute to the continuous improvement of the Boroughs of Wandsworth and Richmond services.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.



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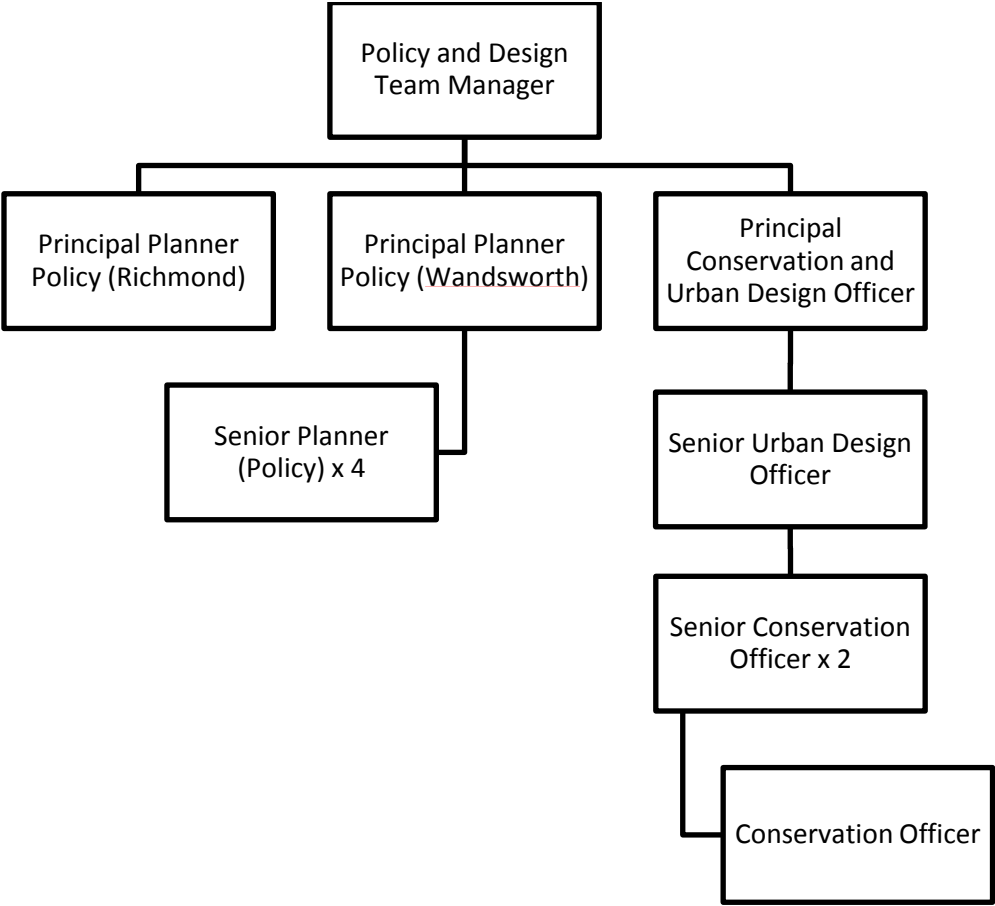
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems.
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand the both Councils duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

Additional Information

- To assist as required with the management of budgets, including ensuring that all necessary processes and procedures are carried out in a timely and effective way
- Deputise for the Principal Conservation and Urban Design Officer (PO5) from time-to-time as required.
- To attend appropriate Overview and Scrutiny Committee, Planning Applications Committee and Conservation Area Advisory Committee to present own reports and answer questions raised and attendance at occasional evening meets.
- Responsible for coaching junior planning staff on specialist conservation and urban design and related areas of planning. Also to work closely with other teams/individuals both within and outside the Planning Service. To coach and facilitate the acquisition of skills and knowledge in others so that they are better equipped to be self-reliant in dealing with technical and people issues.



Current team structure





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Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

Being open. This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

Being supportive. This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

Being positive. Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.

Job Specification Requirements	Assessed by A & I/ T/ C (see below for explanation)
Knowledge	
Comprehensive knowledge and understanding of Planning and Listed Building legislation, policy guidance and circulars, practice and case law and	A/I/T



the ability to apply that knowledge to delivering a responsive, high quality service to a diverse case work in Conservation.	
Knowledge and understanding of performance management and staff development and the ability to apply that knowledge to setting challenging targets for yourself and team members to ensure optimum service delivery.	A/I/T
Knowledge and understanding of how to implement effective customer relations and customer care practices.	A/I/T
Experience	
Proven experience of providing creative solutions to problem solving and demonstrating a “can-do” attitude to improvements in service delivery including solutions involving the web and IT systems.	A/I
A clear understanding and commitment to take effective action to promote equality and the value of diversity in service delivery and employment.	A/I
Skills	
Ability to balance the demands of the development sector with the need to safeguard the boroughs heritage assets, while improving the urban realm.	A/I/T
Ability to organise own workload and work within agreed timeframes to maintain high quality decision making at speed and to achieve set deadlines and targets.	A/I
Effective supervisory skills and the ability to coach junior staff so that they can become self-reliant in dealing with technical and people issues.	A/I
Articulate in written and oral communication skills with particular reference to report and letter writing, public speaking, presentation skills and communicating with Members, the public, staff and other professionals.	A/I/T
Flexible approach to working hours, location and getting the job done and the ability to attend meetings and other events outside normal working hours, occasionally at short notice.	A/I
Clear understanding of IT systems generally including Microsoft Office, Internet Explorer and Objective (desirable).	A/I/T
Effective report writing skills including preparation of local plan documents, committee reports, development plan examination statements or equivalents.	A/I/T
Ability to analyse and interpret data and present key facts including policy implications in the preparation of reports, policy formulation and other material.	A/I/T
Ability to prepare briefs for and assist in the selection, control and monitoring of consultants.	A/I
To work as part of a team taking into account the needs of other Council Departments and with a willingness and ability to share knowledge with other staff.	A/I



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Able to use initiative to identify solutions to problem solving and demonstrating a 'can-do' attitude to improvements in service delivery.	A/I
Ability to assist in identifying need for change and to introduce and manage changes designed to improve service delivery.	A/I
Qualifications	
Fully qualified planner or Building Conservation Officer and member of the RTPi or IHBC or equivalent professional body or eligible for full membership.	C

A – Application form

I – Interview

T – Test

C – Certificate