| Role Structure | Role Details |
| --- | --- |
| Directorate: | Economy & Environment |
| Grade: | HC10 |
| Location: | Plough Lane |
| Responsible to: | Head of Service |

# Job Description

# Building Conservation Team Leader

## Main purpose of the role

* To lead the Council’s building conservation team, ensuring a pragmatic and solution focused approach to the conservation, enhancement, and sustainable management of Herefordshire’s historic built environment.
* This includes providing expert advice on heritage matters, supporting planning and development processes, and delivering conservation-led projects aligned with local and national policy, including the Planning (Listed Buildings and Conservation Areas) Act 1990 and the National Planning Policy Framework.

| Key Duties and Responsibilities | Frequency of Task |
| --- | --- |
| * Responsible for leading a team of conservation officers and specialists, providing direction, mentoring, and performance management. | * Ongoing |
| * Lead officer for the provision of expert building conservation advice to planning policy and development management teams to ensure the protection and enhancement of Herefordshire’s historic buildings. | * Ongoing |
| * Deliver expert and solution focused advice on listed buildings, conservation areas, and heritage assets to planning officers, developers, and the public. | * Ongoing |
| * Lead the delivery of the Council’s statutory duties relating to heritage, including Listed Building Consents for alterations, extensions, or demolitions | * Ongoing |
| * To lead on Conservation Area Appraisals and management plans in heritage landscapes | * Ongoing |
| * Ensure compliance with relevant legislation, policies, and governance frameworks. | * Ongoing |
| * Act as the Council’s technical lead on building conservation and archaeology | * Ongoing |
| * To develop and foster positive relationships with developers and planning agents to facilitate pragmatic inward investment in historic buildings | * Ongoing |
| * Provide pre-application advice for works affecting listed buildings, including review of plans, materials, and compliance with legislation. | * Ongoing |
| * To represent the Council on building conservation related matters at appeal and with media enquiries. | * As required |
| * Develop, deliver and devise innovative conservation solutions for regeneration projects and development. | * Ongoing |
| * Developing and overseeing archeological projects | * Ongoing |
| * To liaise with cabinet and ward members on building conservation matters, including the Herefordshire Historic Environment Records Service and archaeological matters. | * Ongoing |
| * Oversee the Herefordshire Historic Environment Records Service and ensure integration with planning and policy. | * Ongoing |
| * To manage budgets including forecasting, preparation, income targets and developing funding bids. | * Ongoing |
| * To support innovative solutions to deliver the Council’s commitments within the Climate & Ecological Emergency declaration regarding the county’s historic buildings. | * Ongoing |
| * To attend committee meetings and prepare reports for committees and the Cabinet Member for Environment on building conservation, archaeology and other functions delivered by the team. | * As required |
| * Promote community engagement initiatives, including volunteering, higher and further education projects, and local partnerships. | * Ongoing |
| * Represent the Council in regional and national forums, and respond to relevant appeals and media enquiries. | * Ongoing |
| * Manage others, setting clear goals, and deliver a coherent approach to staff development and training within the service area to continuously improve performance. | * Ongoing |
| * Deputising for the Head of Service in respect of these technical areas as and when necessary. | * As required |

**Person Specification**

| **Requirements** | **Essential or Desirable** | **Identified by**  **A – Application I – Interview** |
| --- | --- | --- |
| **Qualifications and Training** | | |
| * Degree or equivalent qualification in building conservation, architecture, archaeology, or a related discipline. | Essential | A |
| * Membership of a relevant professional body (e.g., IHBC, RIBA, RTPI) or capable of meeting this status. | Essential | A |
| **Experience & Knowledge** | | |
| * Significant knowledge of heritage legislation, planning policy, and conservation principles. | Essential | A, I |
| * Significant experience in managing heritage-related services and advising on planning applications. | Essential | A, I |
| * Significant demonstrable experience of providing specialist technical advice | Essential | A, I |
| * To contribute to developing strategic solutions, working in partnership with other interested parties. | Essential | A, I |
| * Experience of managing networks; with working knowledge of partnering and contract management | Essential | A, I |
| * Experience of line managing staff. | Essential | A, I |
| * Experience of preparing and managing revenue and capital budgets | Essential | A, I |
| * Experience of dealing with multiple work streams and working to tight deadlines. | Essential | A, I |
| **Skills and Abilities** | | |
| * Ability to manage a team of multi-disciplined technical specialists and to promote the professional development of staff. | Essential | A, I |
| * Excellent communication, negotiation, and stakeholder engagement skills. | Essential | A, I |
| * Able to work on own initiative and to deadlines. | Essential | A, I |
| * Excellent interpersonal skills and a proven ability to develop innovative solutions. | Essential | A, I |
| * Developed negotiation and persuasive skills with a diplomatic approach to liaising with developers, agents, partners and other agencies. | Essential | A, I |
| * To oversee caseload management and co-ordinate consultation responses for the building conservation team | Essential | A, I |
| * To liaise with colleagues in planning services, the wider authority and external bodies including Historic England. | Essential | A, I |
| * Possess an awareness of the sensitivities of working in a political environment. | Essential | A, I |
| * Driving licence and ability to travel throughout the county. | Essential | A, I |
| * Ability to undertake site visits, including walking on rough terrain. | Essential | A, I |

All council staff have a duty to promote the welfare of children, young people, and adults with care and support needs at risk of abuse and neglect who cannot take steps to protect themselves. Ensuring you attend mandated safeguarding children and safeguarding adults training to enable you to recognise the concerning behavior, know how to talk about it, and consent/duty to share information effectively. You will also learn about the legalities and procedures the social care staff can take.

## Our Values and Behaviors

The council’s THRIVE core values are our guiding principles and beliefs that shape our culture and behaviour within the council. ​They help us to achieve our Council Plan vision “do our best for Herefordshire” acting as our DNA and the “way that we do things around here”. We expect all colleagues to act as a role model by living our values and setting an example for others. ​Our values strive to promote a thriving workforce by fostering a culture of trust, being honest and responsible, inclusive, valuing people and resources and leading with empathy.

**Trust -** Developing and maintaining relationships based on a culture of transparency and open communication. Supported by integrity and the confidence that you are reliable and fulfil commitments.

**Honesty -** Demonstrating truthfulness, integrity, and transparency in all communications, decisions, and relationships. Being trustworthy, reliable, and accountable for your actions. Acting with sincerity and fairness, even in challenging situations.

**Responsibility -** Taking ownership of individual and collective actions, decisions, and delivering on commitments. Being reliable, fulfilling obligations and being accountable for outcomes and results. Proactively contributing to the achievement of your own, the team and council goals.

**Inclusivity -** Embracing diversity, equity and inclusion by recognising and valuing the unique perspectives, backgrounds and experiences of our staff, customers and residents. Creating an environment where every individual is valued, respected and can belong.

**Value -** Upholding high standards, ethics and integrity to guide our actions and decisions. Demonstrating commitment to creating and delivering value in our work by recognising and appreciating each other, our resources, processes, customers, community and environment.

**Empathy -** Demonstrating a genuine and caring understanding of others' feelings, perspectives, and experiences. Listening attentively, acting with compassion, supporting with respect and kindness and considering the impact of our actions on others.

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