

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Place

Job Ref Number: 04264

Service Area: Planning Services

Grade: G7

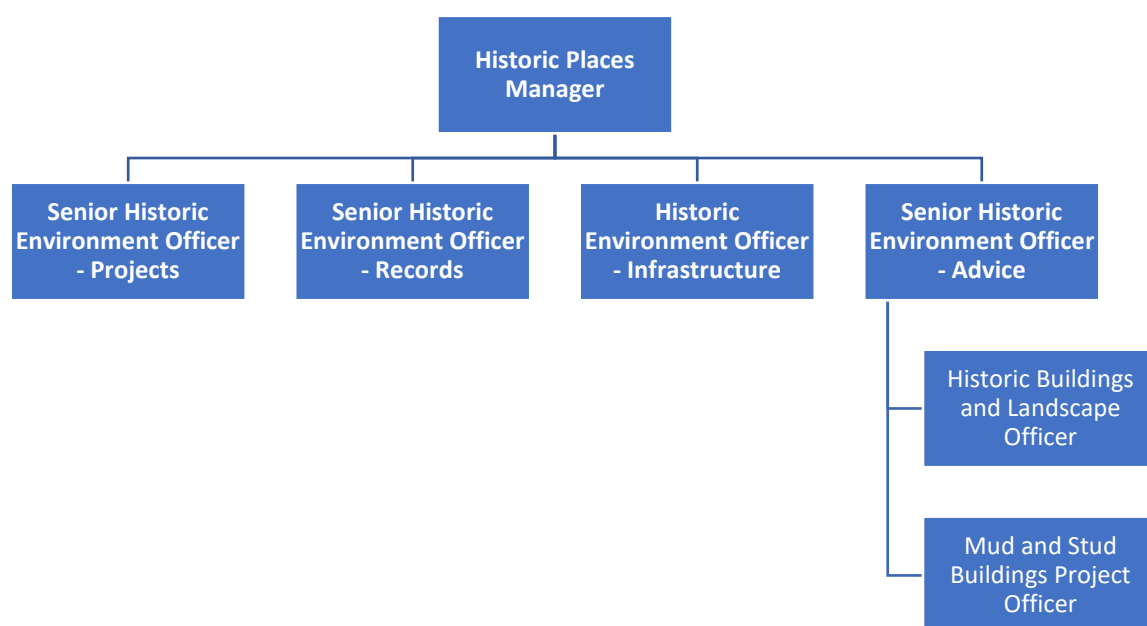
Job Title: Mud and Stud Buildings Project Officer

PURPOSE OF JOB:

The Mud and Stud Project Officer will be responsible for developing, co-ordinating and helping to deliver the Mud and Stud Project. This will involve researching and recording the architectural and social history of buildings across the county of Lincolnshire in order, to create a definitive gazetteer as well as to inform their future management and conservation. This is urgently needed to enhance the local historic environment records and raise awareness in response to reported losses of structures in recent years.

The Project Officer will also work with colleagues, partners and communities to promote and celebrate the value of Lincolnshire's historic buildings as they contribute to society, tourism and the local economy through social media, trails, an end of project exhibition which will be accompanied by a publication.

TEAM STRUCTURE: Historic Places Team



MAIN DUTIES:

1. Work with colleagues in the Historic Places Team and other partners to develop methodologies for the survey of Lincolnshire's Mud and Stud buildings.
2. To implement the methodologies developed to record, research and promote mud and stud buildings across Lincolnshire.

3.	Liaise with colleagues inside Lincolnshire County Council and external partner organisations to ensure the project achieves the best possible outcomes.
4.	Work with colleagues in the Historic Places Team to ensure up-to-date information is made available through the Historic Environment Record.
5.	Prepare detailed and accessible reports and presentations to the public and partners on the outputs of the project. This will include providing timely progress reports to the Project Steering Group and funding body, Historic England, as well as compiling an end of project evaluation report.
6.	Deliver excellent customer service, incorporating the Council's equality and diversity objectives and supporting the council to achieve best practice in all it delivers.
7.	Support the work of the Historic Places Team in delivering high quality information and advice on the management of Lincolnshire's historic environment.
8.	Remain up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice.
9.	Promote, using both traditional and digital communications, the public and professional appreciation of Lincolnshire's historic environment in general, and its historic vernacular buildings, social history and traditions, in particular.

PERSON SPECIFICATION:

Requirements	Where identified*	Essential	Desirable
A degree in a relevant subject (e.g. archaeology, history or heritage management) or equivalent.	A	Yes	
A good working knowledge of the historic built environment in general.	A, I and T	Yes	
A good working knowledge of the historic environment of Lincolnshire.	A, I and T		Yes
A good working knowledge of the social history and architecture of vernacular buildings.	A, I and T		Yes
Good research skills, with an ability to synthesise information from a range of sources and create reports.	A and I	Yes	
At least one-year post-graduate experience in the heritage sector, preferably in local government.	A	Yes	
A high level of interpersonal skills via face-to-face contact, telephone, video conferencing and written communication, along with an awareness of the need for good customer care.	A and I	Yes	
A good working knowledge of the current heritage protection legislation, national policies, and guidelines as well as an	A and I	Yes	

awareness of Freedom of Information and Data Protection Legislation.			
High level of organisational skill, particularly in time management and workload prioritisation.	I	Yes	
Excellent verbal and written communication skills including ability to influence and negotiate. Confident communicator able to inspire and enthuse different types of audiences.	I	Yes	
Experience of presenting and interpreting heritage creatively through exhibitions or displays, trails or online.	A and I		Yes
Tact and diplomacy as required when dealing with a wide range of people and organisations.	I	Yes	
Full driving license and access to a car.	A	Yes	
Computer literacy including familiarity with GIS, databases (e.g. historic environment records), and social media.	A and I	Yes	
Knowledge of Health and Safety legislation and an ability to carry out risk assessments where appropriate.	A		Yes
Experience of accurately managing budgets and reporting to external funders.	A and I		Yes
Ability to work on own initiative and as party of a team (including remotely).	I	Yes	

*A = Application form T = Test/Assessment I = Interview P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.