

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Place

Job Ref Number: 04195

Service Area: Planning Services

Grade: G9

Job Title: Historic Buildings and Landscape Officer

PURPOSE OF JOB:

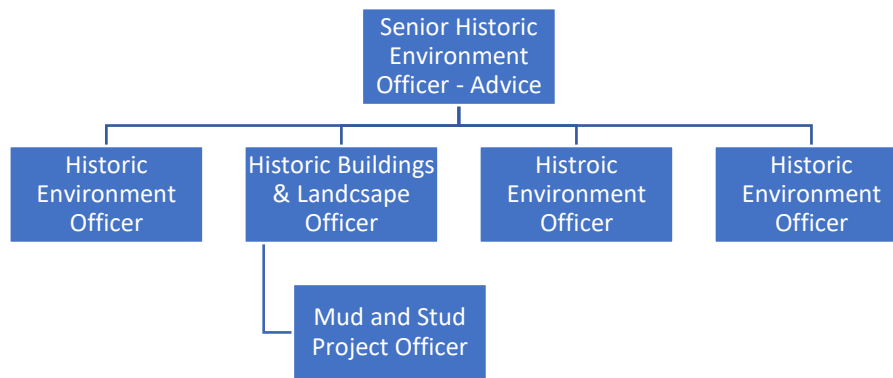
The post-holder will provide advice on the management of the historic buildings and monuments owned by the Council and will provide advice to the County Council in its role as Planning Authority when considering statutory consents for works to such buildings and monuments.

The position plays an important role in enabling the Infrastructure and Historic Places Teams to assess and assist in the delivery of strategic development, with specific reference to historic buildings and the historic landscape. The post-holder will provide advice on the management and protection of Lincolnshire's historic buildings and landscapes, particularly in respect of Nationally Significant Infrastructure Projects, ensuring that the historic environment is appropriately considered in all stages of planning and development.

The post-holder will undertake site inspections, negotiations with developers, and the provision of advice on historic buildings and the historic landscape to contribute to the development of proposals in line with the objectives and policies of the Council. This will include consideration of Environmental Impact Assessment and other relevant statutory processes. The role will also support planning enforcement matters where historic buildings and the historic landscape are affected, including monitoring compliance with planning conditions and advising on mitigation strategies.

As required, the post-holder will provide advice on historic buildings and landscape matters in relation to other development proposals, ensuring that the conservation and enhancement of the historic environment is appropriately balanced with economic growth and infrastructure needs. This may include advising on Environmental Impact Assessment, planning applications, and development control matters. The post-holder will contribute to the development of policy, strategy, and guidance formulation to ensure the historic built environment is fully integrated into local and regional decision-making processes. They will also assist in project work relating to the conservation, enhancement, and interpretation of Lincolnshire's historic buildings and landscapes, supporting initiatives that enhance public engagement.

The role includes contributing to the development and maintenance of databases and monitoring systems relating to the historic environment, ensuring that accurate and up-to-date information supports decision-making. The post-holder will also engage with local communities, stakeholders, and visitors to raise awareness of the importance of Lincolnshire's historic buildings and landscapes, promoting an understanding and appreciation of the county's heritage.

TEAM STRUCTURE:**MAIN DUTIES:**

1.	Provide advice to colleagues in other LCC departments on statutory consents and the management of the authority's portfolio of historic buildings.
2.	Provide expert and technical advice on the impact of Nationally Significant Infrastructure proposals (NSIPs) and development proposals on Lincolnshire's historic environment, including both archaeological features and other heritage assets.
3.	Respond to consultations on applications for planning permission and development consent orders. Provide technical advice to District Councils with whom the Council has contractual agreements for historic structures advice and to Councillors, developers, contractors, statutory undertakers, other local authorities, other council directorates and the public.
4.	Supervise and oversee the work of a Project Officer within the Mud and Stud Buildings project, ensuring effective task prioritisation, project delivery and adherence to approved methods. Lead negotiations in achieving improved and high-quality historic environment outcomes.
5.	Provide expert historic buildings and landscape input to NSIP examinations and planning application appeals such as Public Inquiries and Hearings, acting as the Council's representative and appearing as an expert witness as required.
6.	Negotiate with developers, consultants, landowners, farmers and others to achieve the optimum beneficial management of heritage assets and their setting.
7.	Enhance and maintain the Lincolnshire Historic Environment Record, particularly with respect to historic environment development control and records of consultations.
8.	Implement new statutory requirements and government procedures on historic environment development management as appropriate.
9.	Develop and facilitate external partnerships and liaise with external partners, community groups, other Council departments and other organisations to promote awareness of the historic environment, including assisting in identification and procurement of funding opportunities.
10.	Assist with the production of policies for inclusion in Local Plans, Neighbourhood Plans and other strategic documents.
11.	Develop and maintain guidelines on archaeological and historic environment procedures and best practice.

12.	Support the work of the Historic Places Team in delivering high quality information and advice on the management of Lincolnshire's diverse historic environment.
13.	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.
14.	Promote, using both traditional and digital communications, the public and professional appreciation of Lincolnshire's historic environment in general.
15.	Monitor fieldwork for the implementation for archaeological investigations and mitigation strategies.
16.	Maintain time sheet records for submission of invoices linked to Planning Performance Agreements to recover time spent on NSIP work.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
A degree or equivalent in a relevant subject (e.g. archaeology, history or heritage management).	A	X	
A good working knowledge of the archaeology and historic environment of Great Britain in general and Lincolnshire in particular.	A/I/T	X	
A good working knowledge of current heritage management practice and guidance in Great Britain	A/I/T	X	
Experience of working on Nationally Significant Infrastructure Projects	A/I/T		X
Membership of ClfA or IHBC	A		X
Experience of working on NSIPs	A/I/T		X
A good working knowledge of the landscape history and historic character of the county of Lincolnshire.	A/I/T		X
A good working knowledge of the current heritage protection and planning legislation and associated guidance along with an awareness of Freedom of Information and Data Protection Legislation.	A/I	X	
Good knowledge of planning policies at national and local level, particularly where these relate to the historic environment.	A/I	X	
At least one year's post-graduate experience in planning or archaeology, preferably in local government.	A	X	
An ability to recognize and communicate about significance in the historic environment.	A/I	X	
An ability to build and maintain meaningful and mutually beneficial partnerships.	A/I	X	
A high level of interpersonal skills via face-to-face contact, telephone, video conferencing and written communication.	A/I	X	

High level of organisational skill, particularly in time management, budget management and workload prioritisation	I	X	
Excellent verbal and written communication skills including ability to influence and negotiate. Confident communicator able to inspire and enthuse different types of audiences.	I	X	
Tact and diplomacy as required when dealing with a wide range of people and organisations	I	X	
Full driving license and access to a car	A	X	
Computer literacy including familiarity with GIS, databases (e.g. historic environment records) and social media.	A/I	X	
Knowledge of Health and Safety legislation and an ability to carry out risk assessments where appropriate.	A		X
Experience of managing staff and their performance	A/I		X
Experience of accurately managing budgets and reporting to external funders.	A/I		X
Ability to work on own initiative and as part of a team (including remotely)	I	X	

*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.