

Role Profile

Part A - Grade & Structure Information

Job Family Code	9RT	Role Title	Historic Buildings Officer
Grade	PS9	Reports to (role title)	Principal Historic Buildings' Officer
		Directorate	Place
JE Band	314-370	Service	Planning & Development
		Team	Historic Environment Planning
		Date Role Profile was created	Apr-17

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	To support the role of the Principal Historic Buildings' Officer by the provision of planning consultation responses and qualified specialist and professional advice on the care, maintenance and enhancement of Surrey's historic buildings, and environment. The postholder will be required to exercise autonomy and must be qualified to a level required to accept personal responsibility for decision-making and to substitute for the PHBO when and as necessary.
Work Context	The Historic Environment Planning Team provides a suite of conservation and heritage management advice to a number of external stakeholders and partners, as well as directing the heritage policy of the County Council and advising on the County's own historic buildings. This post is a specialist advisory support and technical study role, and will be involved in contributing to the development of Countywide archaeological and heritage strategies and implementation of joint programmes of work. It supports the work of many other posts, particularly in some district councils. The post also involves support for the Surrey Historic Buildings' Trust.
Line management responsibility if applicable	None
Budget responsibility if applicable	None. However the Principal Historic Buildings Officer has responsibility for assessing and determining grants made to the Surrey Historic Buildings' Trust, and this post will be expected to
Representative Accountabilities Typical accountabilities in roles at this level in this job family	Planning & Organising • Deliver projects and/or audits within a defined area of work as directed to input to relevant strategies and contribute to the delivery of directorate objectives. Policy and Compliance • Input as required to the development of strategies and policies. • Provide guidance and support to stakeholders as required to ensure policy and specification compliance. People & partnerships • Deliver high quality technical advice/ services engaging a range of stakeholders. • Liaise, communicate and build relationships with other departments, customers, partner organisations, agencies and/or contractors to engage and consult on plans or projects as appropriate. • May manage a team to deliver standardised processes and ensure all officers are appropriately supervised, managed and trained. Resources • Ensure that work and projects are delivered within agreed resources and assist with

	budget/resource management in accordance with council policies and procedures. • May have delegated responsibility for a budget(s). Analysis, Reporting & Documentation • Assess data and conduct analysis in a technical area, presenting results and putting forward recommendations to support decision making. Duties for all Values: To uphold the values and behaviours of the organisation. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	• Appropriate technical qualification at Degree, HND or HNC level. • May require a specialist technical qualification or membership of an appropriate professional institution. • Sound understanding of subject matter, legislation, principles and practices relevant to the technical area. • Ability to apply project management principles and techniques to manage a range of projects through to completion. • Practical or professional experience and understanding of a specialist area or supporting service teams and/or providing support to the public. • Ability to work on own initiative, with solution focused problem solving skills. • Proven written and oral communication with the ability to engage and work in collaboration with others. • Comprehensive knowledge of computerised business systems.
Details of the specific qualifications and/or experience if required for the role in line with the above description	Relevant degree (History, Archaeology, Architecture, or another heritage-related discipline); Membership of the IHBC or equivalent; full driving licence; comprehensive knowledge and experience of historic building survey and assessment and/or archaeological standing building surveying; extensive, detailed and up to date knowledge of historic building legislation, conservation practice and planning legislation; excellent report writing and communication skills including public speaking and presentation.
Role Summary	Roles at this level are technical specialists professionally qualified in their specialist area. They will provide technical and regulatory guidance and advice to a range of stakeholders in order to assess and mitigate risk and monitor and ensure compliance with relevant requirements. They will have a fair degree of autonomy and work closely with a range of technical and non technical stakeholders. Forward planning could be for months ahead and the role will contribute to longer-term development.

To be completed by JE Coordinator	
Reference Number	BM-2017-160A

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