

Tunbridge Wells Borough Council

Person Specification



POST TITLE: Principal Conservation and Urban Design Officer

GRADE: J

SERVICE: Planning

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	<p>Experience of undertaking assessment of historic buildings and conservation schemes in a local government or similar organisation.</p> <p>Experience of dealing with the public and organisations in an efficient, prompt, friendly and helpful manner and ability to explain complex matters, including in difficult and confrontational situations.</p> <p>Experience of working with customers to resolve problems and issues to achieve a required output.</p>	<p>Experience of mentoring less experienced colleagues</p> <p>Experience of line management</p> <p>Preparing and giving evidence at public inquiries</p> <p>Experience of presenting to Planning Committee</p>	<p>Application form and interview</p>
QUALIFICATIONS/TRAINING	<p>Degree or diploma in conservation of historic buildings or equivalent.</p>	<p>Membership of the Institute of Historic Building Conservation, or Royal Town Planning Institute</p> <p>Qualification in Urban Design, Planning or Architecture</p>	<p>Application form and interview</p>

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
KNOWLEDGE	<p>Excellent up-to-date knowledge of the Planning (Listed Buildings and Conservation Areas) Act 1990, the Town and Country Planning Act 1990, the NPPF and related legislation and guidance in relation to conservation and historic buildings.</p> <p>Knowledge of the development management process and appreciation and understanding of both urban and rural historic environment issues.</p> <p>Knowledge of the methods and techniques for the construction, repair and restoration of historic buildings.</p>	Understanding of good practice in urban design	Application form and interview
PRACTICAL & INTELLECTUAL SKILLS	<p>Ability to analyse plans, heritage statements, archaeological and building surveys, structural reports and other technical information.</p> <p>Highly developed organisational skills with analytical systematic approach and ability to prioritise conflicting workload.</p> <p>Familiarity with Microsoft IT software, including use of databases, spreadsheets and GIS systems.</p> <p>Excellent negotiation skills, including the ability to explain and justify issues to lay people and building professionals.</p> <p>Excellent presentation skills,</p>		Application form and interview

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	<p>including the ability to write reports, appeal statements and to sketch.</p> <p>To be able to communicate in a professional manner that meets and anticipates the customers' requirements and gives a fair and proportionate impression of the Council.</p>		
DISPOSITION/ ATTITUDE	<p>The ability to make on the spot decisions on site with confidence and consistency.</p> <p>To be able to work on own initiative with a proven track record of self-motivation and personal management skills. To be able to meet deadlines, prioritise work and work under pressure.</p> <p>To be able to work as an individual but also as part of a team on projects both covering development management, and strategic plan making.</p>	<p>Ability to communicate effectively as an expert witness at a Public Inquiry or in Court.</p>	<p>Application form and interview</p>
SPECIAL REQUIREMENTS	<p>Full Driving License</p> <p>Physically able to conduct site visits of historic buildings and private houses, which may be in rural areas or building sites.</p>	<p>Access to a car</p>	