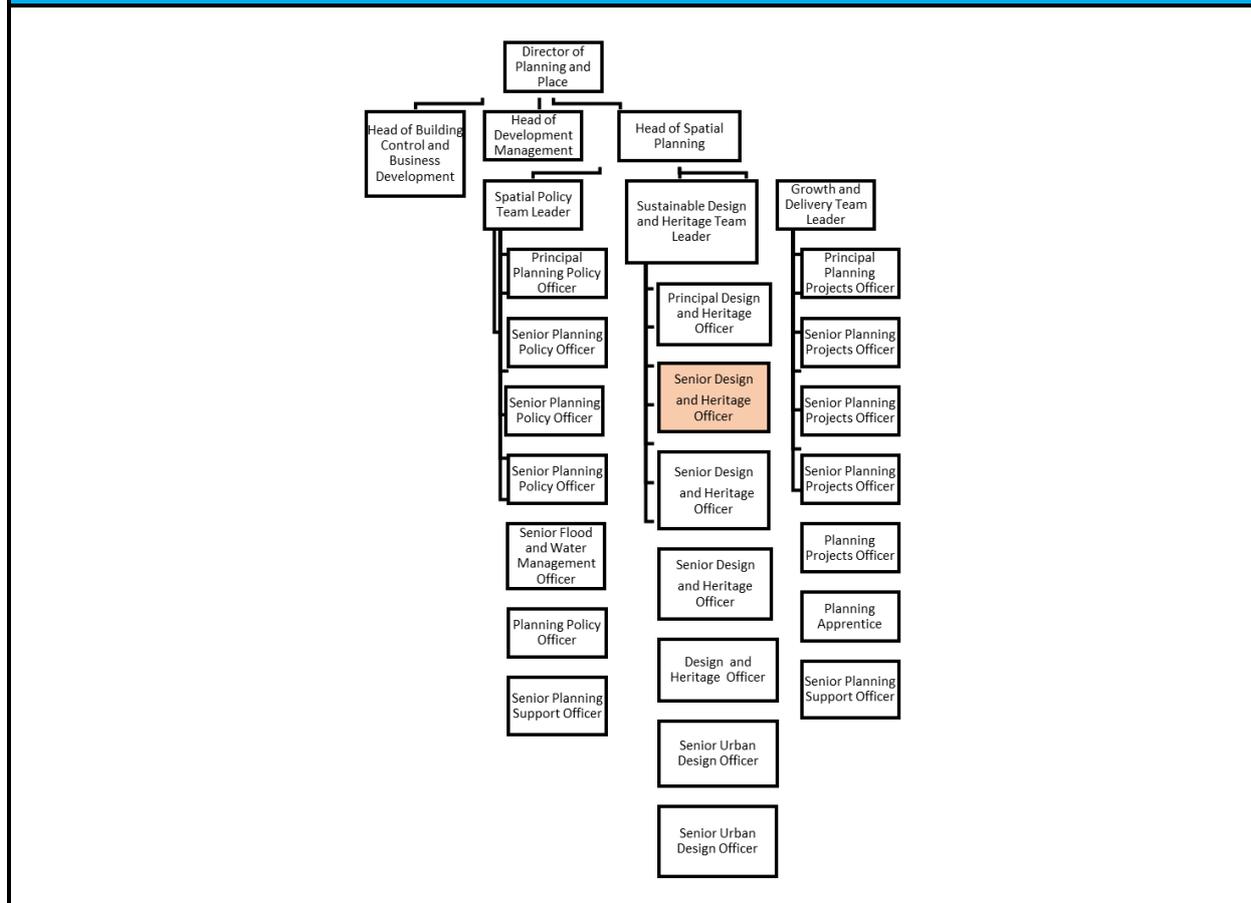


JOB DESCRIPTION

Job Title	Senior Design and Heritage Officer
Department	Planning and Place
Section or Service	Sustainable Design and Heritage Team
Grade	Grade F: £37,260 – £45,381

DESIGNATION:

Responsible to:	Sustainable Design and Heritage Team Leader
Employees directly supervised (if applicable):	N/A



JOB PURPOSE:

From a conservation and design perspective, to investigate, consider and report on the full range of applications, development proposals and enforcement matters under the Planning Acts, including more complex cases, and assist with the preparation of policy and guidance documents. Researching, considering and reporting on pre-application enquiries. To prepare appeal statements for the Council and to answer enquiries from applicants and their agents in relation to planning matters advising other departments as required.

To prepare heritage and design policy and guidance documents. To prepare appeal statements for the Council, appearing at public inquiries/ hearings and/or Court and to answer enquiries from applicants and their agents in relation to conservation and design matters, also advising development management officers and other departments as required. Attending resident and other stakeholder meetings when required.

The post holder will support the Team Leader and Principal Design and Heritage Officer in producing consistent advice on design and conservation issues and upholding high standards in development management and site specific and borough wide policy.

DESCRIPTION OF DUTIES:

- To provide advice to applicants, including observations on pre-app and planning applications and conservation area consents, and negotiate on standalone listed building consent applications, recommending the most appropriate course of action
- To process pre-apps, listed building consents and planning applications in an efficient manner and ensuring timely service to development management.
- To advise third parties about conservation and urban design matters and to advise them of the scope of listed building control, including assisting as necessary in the Customer Service Centre to ensure the highest levels of customer service.
- To draft reports (including recommendation for grant or refusal of applications and taking/not taking enforcement action) for submission to planning committee or for delegation to the Head of Development Management/ Head of Spatial Planning or the Director of Planning and Place.
- To prepare statements and other materials for appeals and prosecutions for agreement by the Team Leader and/or Head of Development Management/ Head of Spatial Planning.
- Attend Council, Cabinet and Committee meetings as appropriate.
- Represent the Design and Heritage service at meetings with other services, groups, Council departments, Government departments, statutory bodies, developers, community and other groups, and the public.
- To prepare written appeal representations as necessary, and appear as the Council's expert representative at Inquiries, Hearings and in court, advising less experienced officers in these areas.
- To instruct and lead formal enforcement action where authorised

- Keeping applicants, complainants, colleagues, councillors and others informed of the position of current cases and to share knowledge where necessary.
 - Providing assistance in the training or supervision of junior members in the team.
 - Prepare and publish of design guidance, including conservation area appraisals, management plans, supplementary planning documents and other parts of the Development Plan
 - Engage in a full range of conservation and urban design issues, including conservation area designation, Article 4 Directions, environmental improvements, repairs to listed buildings, grant schemes, area enhancements, practice notes, recommendations for the inclusion of buildings in the statutory list, and historic parks and gardens.
 - Such other relevant duties as may be from time to time allocated by the Team Leader including deputising for them in their absence
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SELECTION CRITERIA/PERSON SPECIFICATION

Job Title:	Senior Design and Heritage Officer
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Conditions to Note:

Candidates:

When completing your application form, please address your answers directly to each of the selection criteria below. This enables the panel to assess your ability to meet each criterion. It is essential that you give at least one example of your ability to meet each of the four Values and Behaviours: Putting Communities First, Respect, Integrity and Working Together.

Recruiting Managers:

The following values and behaviours are essential criteria in each post and must be addressed directly by candidates. The Guidance Notes on values and behaviours for managers give example questions to probe candidates in the interview and application stages of the recruitment process.

Values & Behaviours

The Royal Borough of Kensington and Chelsea has identified four key behaviours and values that should be demonstrated by all council employees. Successful candidates will show the ability to meet these behaviours. Candidates applying for managerial/leadership roles should also demonstrate two additional leadership behaviours.

A	<p>Equal Opportunities Demonstrate an understanding of and commitment to Council policies in relation to Equal Opportunity, Customer Care and service delivery, and the ability to implement these policies in the workplace.</p>
B	<p>Qualifications:</p> <p>Essential:</p> <ul style="list-style-type: none"> • a relevant degree or equivalent - for example in conservation, planning, architecture, urban design or landscape design • evidence of relevant continuous professional development
C	<p>Knowledge and Experience:</p> <p>Essential</p> <ul style="list-style-type: none"> • extensive conservation and urban design experience, preferably in a development management (including planning enforcement) environment, and including handling appeals and enforcement • sound knowledge of building conservation, management of historic areas and design • excellent working knowledge of current planning legislation and practice

D	<p>Skills</p> <p>Essential</p> <ul style="list-style-type: none"> • ability to communicate clearly and articulately with the spoken word • negotiation skills including through the pre-application process to achieve high quality schemes • ability to give both informal and formal presentations and confidence in communicating with a wide range of people at all levels • ability to construct concise, articulate reports presenting arguments clearly and persuasively • ability to prioritise and effectively manage a heavy workload • ability to meet short deadlines whilst retaining quality through effective time management • commitment to the provision of a high-quality service to customers • keyboard and IT user skills
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Our Values & Behaviours	
E	<div style="background-color: #00bcd4; color: white; text-align: center; padding: 5px; border-radius: 10px; margin-bottom: 10px;">PUTTING COMMUNITIES FIRST</div> <ul style="list-style-type: none"> • We put local people at the heart of decision making in everything we do. • We seek to include and involve: all voices matter. • We provide quality services that are responsive, effective and efficient. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> • I actively involve and include the communities that I serve in my work. • I shall reflect the views of the communities in my daily work. • I shall improve the service I provide through seeking feedback from others. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> • I have been included • I can see how my views have been taken into account • I can see improvements and developments based on my input •
F	<div style="background-color: #4caf50; color: white; text-align: center; padding: 5px; border-radius: 10px; margin-bottom: 10px;">RESPECT</div> <ul style="list-style-type: none"> • We listen to everyone and value the personal experiences of people in our communities and of each other. • We adopt a fair, and involving approach regardless of any way in which an individual is different to us. <p>The following examples are indicators of effective behaviour:</p>

	<ul style="list-style-type: none"> • I adapt my approach to take account of all differences and cultures in the community and with colleagues. • I ensure I am equitable and fair by including those who are quiet or may not be able to represent themselves. • I communicate in a way that is respectful, encourages involvement and meets people’s needs. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> • I feel my culture and background are respected. • I have confidence that action is being taken. • I feel I am being treated fairly.
G	<div style="text-align: center; background-color: #00AEEF; color: white; padding: 5px; border-radius: 10px; width: fit-content; margin: 0 auto;">INTEGRITY</div> <ul style="list-style-type: none"> • We act with openness, honesty, compassion, responsibility and humility. • We let people know what we are doing and communicate why and how decisions have been made. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> • I demonstrate empathy in my interactions with others. • I am honest and transparent about the decisions I take. • I follow through on the actions I say I will take and take ownership for communicating the outcome. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> • I am told when something is not possible and the reasons why are explained to me. • I feel my perspective is listened to and understood. • I feel my views are valued
H	<div style="text-align: center; background-color: #008000; color: white; padding: 5px; border-radius: 10px; width: fit-content; margin: 0 auto;">WORKING TOGETHER</div> <ul style="list-style-type: none"> • We work together and in partnership with everyone that has an impact on the lives of our residents. • We want to understand, learn from each other and continually adapt. <p>The following examples are indicators of effective behaviour:</p> <ul style="list-style-type: none"> • I work with others to provide an effective service for residents, local communities and other departments within the Council. • I seek ways to work with other departments to deliver a seamless service and find opportunities to improve. • I seek out opportunities to learn from my colleagues and build on good practice. <p>Our residents will feel that:</p> <ul style="list-style-type: none"> • I can get my issue resolved without being passed around departments. • I find it easy to access the services that I need. • I feel the Council is open to new ideas.