

JOB DESCRIPTION



Post title: Building Conservation Officer
Directorate: Spatial Planning
Grade: 5

Main Purposes of the Post:

To deliver the Authority's statutory duties for historic buildings and the built heritage, providing advice and recommendations to the Authority, its partners and stakeholders and to the general public.

Duties and Responsibilities:

1. Deliver the Authority's statutory duties for historic buildings and the built heritage.
2. As requested by the Director of Spatial Planning, act as lead officer for Listed Building consent applications, preparing reports, recommendations and presentations to the Authority and any enforcement and appeals in relation to those applications.
3. Provide pre-application advice and examination and consideration of development proposals which affect the historic built environment.
4. Conduct as necessary, site inspections, negotiations with applicants and/or their agents, formulate recommendations and present reports when relevant.
5. Manage and keep under review the Authority's Heritage at Risk Register (HER) as it relates to Listed Buildings and Conservation Areas.
6. Contribute specialist knowledge and skills to all areas of the Authority's work, including policy development, and relevant strategies.
7. Provide formal and informal advice to partners, stakeholders, staff and Members regarding the historic built environment in line with NPA policy.
8. Maintain, analyse and review information relating to the historic built environment including performance indicators and contribute information to the HER as relevant.
9. Deliver a work programme developed jointly between the Director of Spatial Planning and the Director of Conservation and Communities. This will include planning and delivering projects in historic building conservation and the built heritage, contributing to cross-cutting projects where appropriate.

10. Raise awareness and understanding of the historic built environment to staff and Members, and the general public through a range of interpretative methods including events and activities and the Authority's website.
11. Provide advice on the management of historic buildings and the built heritage owned by the Authority and/or managed under legal agreement.
12. Work safely, ensuring all safety procedures and other controls identified by risk assessment are complied with and incidents reported promptly and appropriately.

This job description outlines the current duties required for this post to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility.

October 2026

Team Structure – Development Management

