

## PERSON SPECIFICATION

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



| Requirements & Criteria                                                                                                               | Essential/<br>Desirable | Method of<br>Assessment        |
|---------------------------------------------------------------------------------------------------------------------------------------|-------------------------|--------------------------------|
| <b>Knowledge/Experience</b>                                                                                                           |                         |                                |
| Providing advice on the historic built environment within a National Park/protected landscape                                         | D                       | Application Form/<br>Interview |
| Track record of working effectively with the public, planning agents, colleagues and Members regarding the historic built environment | E                       | Application Form/<br>Interview |
| Knowledge and understanding of relevant legislation and policy related to the historic built environment                              | E                       | Application Form/<br>Interview |
| Good understanding and appreciation of traditional building practice                                                                  | E                       | Application Form/<br>Interview |
| Knowledge of the Dartmoor vernacular                                                                                                  | D                       | Application Form/<br>Interview |
| Knowledge of Development Management procedures and relevant legislation                                                               | D                       | Application Form/<br>Interview |
| Good understanding of historic built environment as part of wider cultural heritage, including the role of good design                | D                       | Application Form/<br>Interview |
| <b>Education/Training/Qualifications</b>                                                                                              |                         |                                |
| Member of Institute of Historic Building Conservation (IHBC)                                                                          | D                       | Application Form               |
| Member of the Royal Town Planning Institute (RTPI)                                                                                    | D                       | Application Form               |
| Relevant degree, or post-graduate qualification in building conservation, or equivalent                                               | E                       | Application Form               |
| Demonstrable experience of building conservation                                                                                      | E                       | Application Form/ Interview    |
| <b>Skills/Abilities</b>                                                                                                               |                         |                                |
| Excellent oral, written and interpersonal communication skills                                                                        | E                       | Application Form/Interview     |
| Good organisational skills and the ability to process information accurately                                                          | E                       | Application Form/Interview     |

|                                                                                                                                                                                                                                          |   |                             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-----------------------------|
| Confident and effective use of digital technologies, including Microsoft 365 applications (such as Outlook, Word, Excel, Teams and SharePoint), with the ability to use and adapt to role-specific systems, including GIS and databases. | E | Application Form/ Interview |
| Able to develop effective working relationships internally and externally                                                                                                                                                                | E | Application Form/ Interview |
| Able to communicate professional advice clearly and respect/consider other professional perspectives to seek consensus wherever possible                                                                                                 | E | Application Form/ Interview |
| Able to work independently as well as part of a team                                                                                                                                                                                     | E | Application Form/ Interview |
| Able to manage planning application cases and wider work, prioritising and effective time management                                                                                                                                     | E | Application Form/ Interview |
| Report writing and presentation skills                                                                                                                                                                                                   | E | Application Form/ Interview |
| Proven ability to manage small projects and annual budgets                                                                                                                                                                               | E | Application Form/ Interview |
| <b>Other Requirements</b>                                                                                                                                                                                                                |   |                             |
| Understanding the role of National Park Authorities                                                                                                                                                                                      | D | Application Form/ Interview |
| Subject to occupational health approval, can meet the physical demands of the post                                                                                                                                                       | E | Occupational Health check   |
| Willingness and ability to travel, as required, throughout Dartmoor National Park and the surrounding area to undertake the essential duties of the role.                                                                                | E | Application Form/ Interview |

## Competency Requirements

### Communication & Interpersonal Skills (Level 2)

- Uses positive communication to give praise and celebrate success
- Presents information in a way that is logical, relevant and meaningful to the recipient(s)/ target audience.
- States own views clearly, concisely and confidently, providing relevant evidence to support their case.
- Uses a range of communication techniques to gain and maintain the attention and interest of others.
- Consciously identifies the best communication channel for their message and to suit the needs and preferences of the intended audience.
- Actively recognises when a message has been misinterpreted and provides clarity.
- Makes information available promptly to those who need it internally or externally.

### Development of Self and Others (Level 1)

- Takes responsibility for personal learning and development.
- Responds positively to feedback and applies learning.
- Makes suggestions for improvements to work processes in role / team.
- Demonstrates willingness to work on different tasks and in different areas to gain experience and broaden own skills.
- Demonstrates an awareness of own strengths and weaknesses, and identifies development needs and opportunities.

### Strategic Awareness (Level 2)

- Is clear on the key priorities for DNPA and strives to achieve them.
- Has a clear understanding of the organisational policies and procedures and works within these.
- Understands the role of the Members in relation to the work of DNPA.
- Sets priorities and demanding but achievable objectives for others.
- Supports others to understand standards expected of them and monitors progress against objectives.
- Responds to changing priorities; re-prioritising own workload and that of others as required.
- Encourages a constructive response to change in others through a positive and collaborative attitude.

### Working Effectively (Level 2)

- Identifies ways of reducing inefficiencies and increasing effectiveness within own area of work.
- Ensures that own work and work of the team consistently meets high standards for quality and customer service.
- Communicates well with colleagues to ensure internal processes work efficiently and effectively.
- Suggests new ways to use and adapt internal systems and procedures to streamline work for self and others, without sacrificing quality of work.
- Adopts the principles of Parke House Project Management to plan ahead and liaise with colleagues when planning and delivering projects.
- Manages spending within agreed budget.

### **Decision Making and Problem Solving (Level 2)**

- Makes timely and considered decisions based on analysis of available data, information and evidence.
- Demonstrates fairness and consistency in actions and decisions that impact on others.
- Takes time to review problems, identify and implement solutions.
- Demonstrates accountability for decisions taken.
- Takes into account the feedback of others in order to make effective decisions.

### **Continuous Improvement (Level 2)**

- Constructively challenges the status quo and seeks better alternatives if needed.
- Shows an awareness of best practice and alternative methods of work; evaluates them and adapts them for DNPA use where appropriate.
- Ensure that the knowledge and understanding of how changes will be made have been fully communicated and understood.
- Acknowledges ideas for improvements and suggestions for change, and provides feedback on why ideas may or may not be adopted.
- Supports the actions identified in the *Developing Team Dartmoor ODS*, in order to continually find ways of improving.



**October 2026**