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| **JOB TITLE:** | Conservation Planner |
| **TEAM:** | Development Management |
| **DEPARTMENT:** | Planning and Regeneration |
| **SALARY:** | £38,460 - £42,648 Plus £4,000 Golden Hello (Grade 7, 37 hrs/wk) |
| **POST NO:** | PR024 |

**What is the role?**

You will be responsible for determining listed building consent and associated planning applications, providing advice on listed building and conservation area matters across the Borough, and preparing/reviewing conservation area character assessments.

You will:

* Deal with listed building consent applications and where appropriate associated planning applications;

* Liaise and negotiate with all interested parties in the application process;
* Provide verbal and written planning advice on listed building and conservation area matters within the Borough including advice in respect of breaches of planning/ listed building control;
* Prepare/ review conservation area character assessments;
* Prepare Article 4 directions resulting from the preparation/ review of conservation area character assessments;
* Provide advice to the Council’s Planning Strategy team on the preparation of planning documents/ policies relating to the historic environment;
* Participate in providing ‘duty planner cover’ to our customers;

* Provide advice and assistance on the above to all customers of the service, elected members, statutory and non-statutory consultees and other services.

You will take responsibility for the effective management of cases and tasks assigned to you.

You will converse with customers and colleagues in a helpful and polite manner.

You will support other Team Members, adapting your approach to meet differing needs.

**Who is the person?**

* You will have demonstrable experience in providing advice on a range of listed building and conservation area matters.
* You have relevant qualifications or have considerable experience in a relevant role.
* You have excellent verbal and written communication skills and are able to deal with customers and colleagues in a helpful and polite manner.
* You will have good IT skills and be proficient in a range of software programmes.
* You have a ‘can-do’ attitude, able to adapt to change positively, and proactively seek suitable solutions dealing with challenging planning, development and regeneration issues.
* You have a full driving licence and access to an appropriate mode of transport during working hours.