**Job Profile Information: Planning Officer (Conservation)**

**Salary range:** £34,033 - £39,480

**Grade:** Level 3 Zone 2

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee’s contract of employment.**

**Role Purpose:**

To deal with listed building applications, advise on conservation matters in regard to planning applications and deal with pre-planning enquiries to help shape new, high quality developments across the borough. To negotiate heritage partnership agreements, planning performance agreements, and preparation of evidence for appeals including presenting at hearings or enquiries. The post holder will also contribute to a range of interesting project areas which will help us respond to significant development opportunities and pressures.

**Example outcomes or objectives that this role will deliver:**

* Responsibility for effective negotiation, stakeholder involvement and conflict resolution to achieve high quality and innovative outcomes for protecting and enhancing Camden’s built environment
* Ensure that high quality advice on conservation matters is provided to officers in Development Management service and where required, across the rest of the organisation
* Stronger relationships are developed and maintained with local amenity groups including Camden’s Conservation Area Advisory Committees
* Robust and up to date conservation area appraisals, effectively communicating the special interest of Camden’s heritage to local residents and the development community and guiding the Council’s decision-making process in planning
* To ensure all Development Management decisions comply with relevant legislation, statutory and other Council plans, policies and guidelines and that these decisions can be effectively defended in planning appeals as necessary
* To ensure that all applications, reports, correspondence, enquiries and complaints are dealt with within target response times and that quality and content meet required standards

**People Management Responsibilities:**

No direct line management responsibility but will be expected to mentor more junior officers.

**Relationships;**

* Reports to Conservation Team Manager
* Partnership working with officers from other Council departments and elsewhere e.g. major land owners, developers and applicants; residents/amenity groups and elected members.
* Partnership working with other regulatory services within the council and elsewhere, major land owners, developers and applicants; with residents/amenity groups and elected members.
* Key contacts are likely to include Conservation Area Advisory Committees and other community and amenity groups, Historic England, Developers, Camden’s external Design Review Panel.

**Work Environment:**

* The post holder is required to work in a busy environment with competing priorities and demands. The post holder is required to work flexibly to meet individual and service objectives.
* Flexible working arrangements will be provided with a combination of working from the office and remotely. Undertaking site visits will be required.
* The post holder may be required to attend evening meetings, or other out-of-hours events on occasion; reasonable notice will usually be given.

**Technical Knowledge and Experience:**

* Excellence in customer care and understanding of the role of local government in supporting residents through high quality service
* Experience of historic conservation in the planning field;
* Graduate degree in building conservation or a postgraduate masters degree or diploma and be eligible for the IHBC (Institute of Historic Building Conservation);
* Understanding of architecture, heritage and conservation, and master planning relating to the promotion of good design;
* Experience in providing advice on planning, regeneration and conservation issues within a local authority context, or similar;
* Knowledge and understanding of national and local historic environment policy and legislation; and ability to work as part of a larger team to deliver high quality developments, often in challenging development contexts
* ability to develop and sustain effective professional working relationships at all levels with a wide range of individuals and agencies including colleagues, other directorates, Members, internal and external customers and other stakeholders.
* **Over to you**
* We’re ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we’re supporting people, and we’ll redefine what a career can be. If that sounds good to you, we’d love to talk
* **Is this role Politically Restricted?**
* Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](http://camdocs.camden.gov.uk/HPRMWebDrawer/Record/8081811/file/document?inline).
* **Diversity & Inclusion**
* At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and other ethnic groups, those who identify as LGBT+, neurodiverse and disabled people. Click [Diversity and Inclusion](https://camdengov.referrals.selectminds.com/togetherwearecamden/info/page2) for more information on our commitment.
* **Agile working**
* At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn’t.
* At Camden we are proud to be one of Hire Me My Way’s inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.
* **Asking for Adjustments**
* Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG,

**Chart Structure** (see below)

