



INFORMATION FOR CANDIDATES

Building Conservation Officer

Grade 12: £29,236 - £31,754

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CLOSING DATE: 15th February 2010

INTERVIEW DATE: 24th February 2010

COMPLETED APPLICATION FORMS SHOULD BE RETURNED TO:

(CONFIDENTIAL)

HUMAN RESOURCES DEPARTMENT
BRECON BEACONS NATIONAL PARK AUTHORITY
PLAS Y FFYNNON
CAMBRIAN WAY
BRECON
LD3 7HP

Thank you for your interest in the post of **Building Conservation Officer** in the Planning Directorate.

Applications must be received by 11.00am on the morning of 15th February 2010. Unfortunately late applications will not be considered.

Would candidates please note that it is not the practice of the National Park Authority to acknowledge applications, nor to inform candidates of the outcome of their applications. Please assume that if you receive no further communication, your application has been unsuccessful.

If you have a disability please indicate this to us in a covering letter. Should you meet the essential criteria and be called to interview, please let us know of any special requirements needed.

Please note that all application forms and supporting information will be securely retained for six months and we may contact you should a suitable vacancy arise. After six months all application forms and supporting information will be destroyed. Should you object to your information being retained, please could you let us know and we will destroy your application form after the outcome of the recruitment process.

Where candidates are invited to interview, it is the Policy of the Authority to contact referees at that stage. Please could you identify any problems this may cause on your application form under the relevant section.

Please note that when completing your application form you must be able to demonstrate how you meet the essential criteria set out in the person specification relevant to this post. You should also demonstrate how you meet the desirable criteria set out in the person specification, but do not be deterred from applying if you do not meet all of the desirable criteria.

**From: The Head of Strategy, Policy & Heritage
Brecon Beacons National Park Authority
Plas y Ffynnon,
Cambrian Way,
Brecon,
Powys,
LD3 7HP**

19th January 2010

Post of Building Conservation Officer

Thank you for your interest in the post of Building Conservation officer. This is one of the most important and demanding roles in the National Park and I hope that this job pack answers any queries you may have.

The Brecon Beacons National Park is one of 14 National Parks in the United Kingdom and covers 520 square miles embracing some of the most beautiful and spectacular landscapes in South Wales.

The Brecon Beacons National Park has a rich and varied built heritage. There are approximately 1900 listed buildings and 4 Conservation Areas as well as a large number of Scheduled Ancient Monuments, Historic Landscapes and Registered Parks and Gardens.

A unique opportunity has arisen for an enthusiastic, forward thinking and experienced conservation professional to take the lead in protecting and promoting the National Park's historic environment. As well as managing a busy casework load the postholder will also be responsible for providing advice to colleagues, Members, agents and the public and taking an active part in initiating and administering grant aided projects.

The Building Conservation Service is part of the Strategy, Policy and Heritage Team located within the Planning Department.

You should have a degree or post-graduate qualification in planning, architecture, conservation or a related discipline and ideally should be a Member of the Institute of Historic Buildings Conservation. A sound and proven knowledge of design, construction and repair of historic buildings is essential as is good management and inter-personal skills and a flexible approach to the job.

For an informal discussion telephone Tracy Nettleton, Head of Strategy, Policy and Heritage on Tel. 01874 620412.

BRECON BEACONS NATIONAL PARK AUTHORITY

Background

National Parks were designated in order to protect beautiful areas for the benefit of the nation. They came about as a result of the 1949 National Parks and Access to the Countryside Act, which put a legislative framework in place for the establishment of National Parks in England and Wales.

The first two National Parks were designated in 1951 and in 1957 the Brecon Beacons National Park was designated covering an area of some 520 square miles (1346 sq. kilometres). Until 1995 the Brecon Beacons National Park Authority was a joint committee of the then local County Councils until the Environment Act of that year laid down legislation to establish National Park Authorities as independent, special purpose Local Authorities.

What do National Parks do?

National Parks have two purposes: Firstly to conserve and enhance the natural and cultural environment of the park, and secondly to promote awareness and understanding and enjoyment of its special qualities. These special qualities have been described as:

- the landscape and natural beauty
- the peace and tranquility
- opportunities for walking and access to open countryside
- open spaces and qualities of remoteness
- traditionally managed farm land and
- wildlife

In so doing the National Parks also have a duty to foster the social and economic well being of the communities within the Park.

In delivering on their purposes and duty there are five key functions of National Park Authorities. These are to:

1. act as Local Planning Authority
2. act as relevant Authority for access to open countryside under the CROW Act
3. facilitate environmental programmes
4. provide public information, interpretation and education services
5. deliver the sustainable development fund on behalf of the Welsh Assembly Government.

The Brecon Beacons National Park Authority

The National Park Authority consists of 24 members, 16 nominated by the seven Local Authorities in the area and the other eight nominated by the Minister for Environment, Sustainability & Housing of the Welsh Assembly Government. The Authority's total budget is £6.1 million of which £4.6 million is funded by the National Park Grant and Levy and £1.5 million from Income activities.

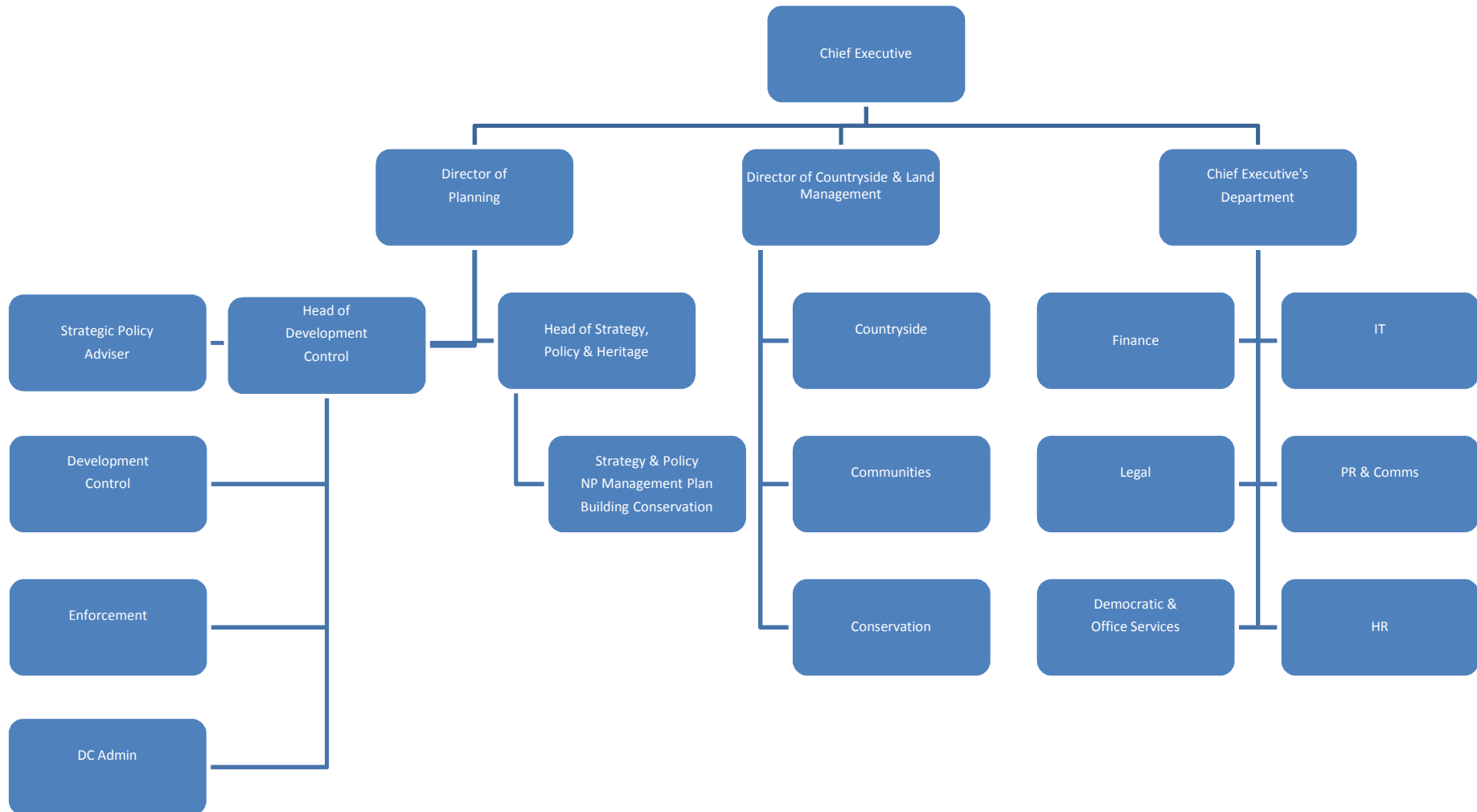
This split helps to ensure that the local and national interests are represented at National Park Authority level. There is a range of key committees responsible for managing the business of the Authority. In addition, working and advisory groups, both internal and external, have been established to help in the decision-making process. Some 110 full-time staff equivalents are employed in two Directorates – Countryside & Planning and a Chief Executive's Department – PR & Communications, Finance, IT, Legal, Democratic Services and HR. Staff and Members cover a wide range of activities and services and it is the key role of officers to provide advice and guidance to Members of the Authority to help them make decisions and set the vision and strategies for the Authority.

The Authority's key strategic document is "*Future Directions*" this sets our aim and vision for the Authority. These are reviewed annually. In addition to this, we have an approved Unitary Development Plan which provides the framework for future development within the National Park and are developing the Local Development Plan. With the statutory requirement to produce and review on a 5-year cycle the National Park Management Plan. Public consultation and regulatory assessments are underway, with a final plan estimated to be completed within 12-months. The Park's second State of the Park Report is due in 2010. With delegated responsibility for Rights of Way maintenance and management we are implementing the Authority's Rights of Way Improvement Plan. With a statutory duty to conserve the biodiversity, the Park's Local Biodiversity Action Plan (adopted in 2001) now receives increased support. These all link to provide a framework for the setting of our Corporate Objectives and high level key work targets.

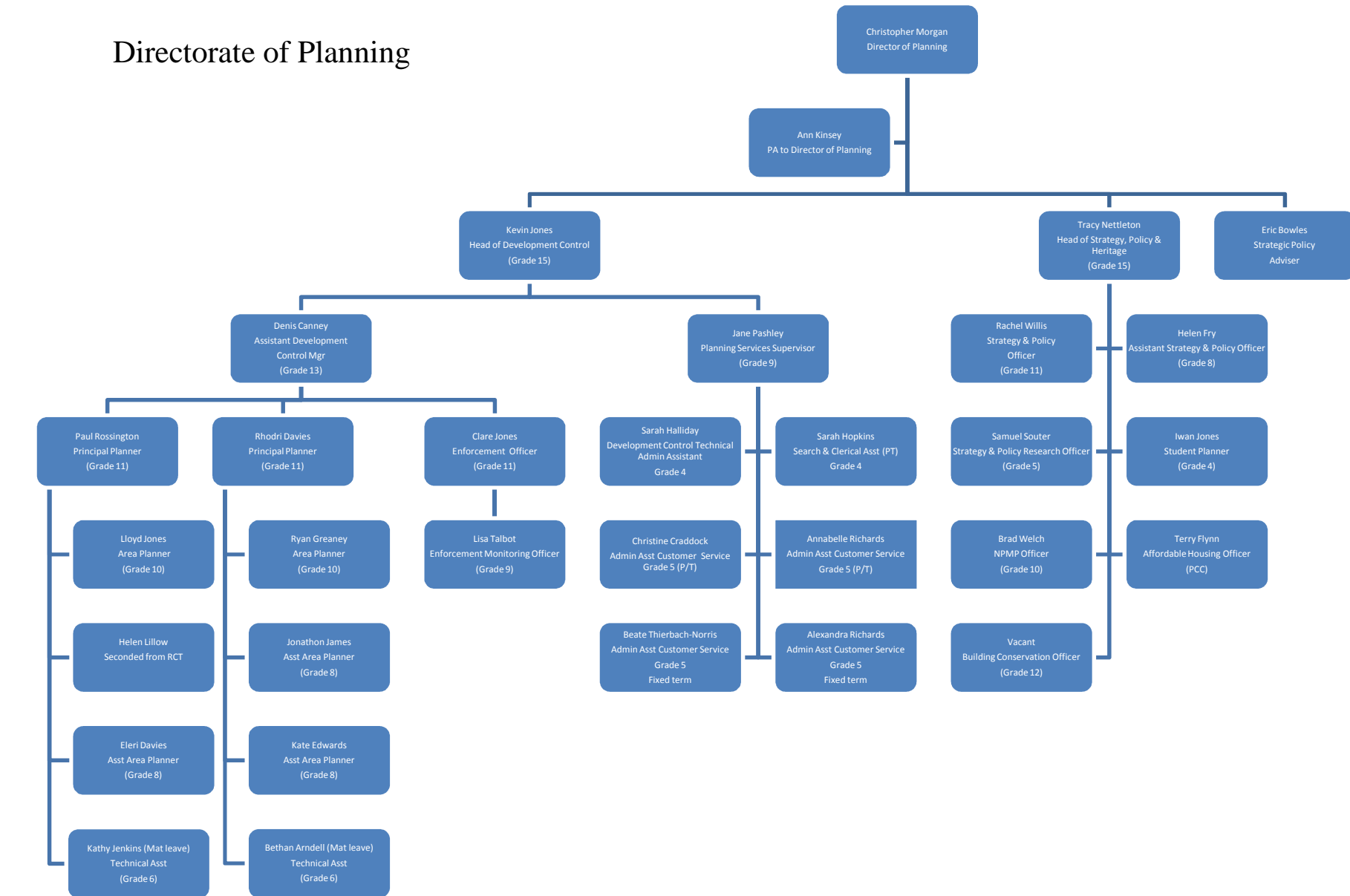
National Parks in England and Wales are Category V protected landscapes as defined by the World Conservation Union (IUCN). This recognises the involvement of people in shaping the landscapes. Like all National Parks in England and Wales, the agriculture is very influential in how the landscape is managed. A viable, profitable, broadminded and innovative farming sector, working in close collaboration with the Park's communities, local businesses and public and voluntary bodies is fundamental to the landscape's future management. Flexibility and adaptability will be important qualities to address the challenges of climate change, energy descent pathways and demographic and social changes ahead.

BRECON BEACONS NATIONAL PARK AUTHORITY

CORPORATE STRUCTURE



Directorate of Planning



BRECON BEACONS NATIONAL PARK AUTHORITY

Job Description

Post Title:	Building Conservation Officer
Date:	1 st January 2010
Grade:	12
Responsible to:	Head of Policy, Strategy and Heritage
Responsible for:	N/A

Job Purpose

To be responsible for the day-to-day delivery of a first class building conservation service; To raise the profile of the building conservation service to ensure that appropriate high quality development is achieved in accordance with National Park Authority policies; To ensure the service meets the needs of its users and performance targets are met; To promote the conservation of the historic environment of the National Park and to contribute to the quality and design of new buildings.

Main Duties.

1. To act as an internal consultee on Listed Building Consent and Conservation Consent applications, liaising with Cadw as necessary.
2. To advise the Head of Development Control, Development Control officers, the Enforcement Manager and Members on technical, legal and professional aspects of applications, appeals, enforcement issues and related matters. To contribute to Appeal Statements and represent the Authority at Informal Hearings and Public Inquiries where necessary.
3. To provide pre-application and general advice to applicant, agents and the public on the appropriate conservation of historic buildings.
4. To oversee the maintenance of a register of Buildings at Risk and to give advice in relation to those buildings.
5. To initiate and implement the preparation of Conservation Area Appraisals and Management Plans. To implement the designation of new Conservation Areas where appropriate and contribute to other design guidance.
6. To liaise with the Enforcement Manager to ensure that there is appropriate investigation of alleged unauthorised works to listed buildings.

7. To initiate and manage the operation of Cadw's Town Scheme Partnerships including responsibility for grant funding.
8. To develop and administer grant schemes for historic buildings including preparation of schedules of work and inspections.
9. To develop and maintain data bases on Listed Buildings, including a local list, Buildings at Risk and Scheduled Ancient Monuments and to give advice in relation to those buildings. To develop, with the IT Manager, public access to Listed Buildings information.
10. To increase public awareness of, and create a high profile for, the built heritage service by, for example, the preparation of informative and interpretive material. Develop and facilitate effective partnerships with statutory, non-statutory and community groups.
11. Any other duty appropriate to the grade and nature of the post, as required by the Director of Planning or the Chief Executive.

BRECON BEACONS NATIONAL PARK AUTHORITY

Building Conservation Officer

Person Specification

Essential Criteria	Method of Assessment
A degree or diploma in Planning, Architecture, Conservation or Civic Design or other relevant qualification	Application form, interview and certificates
Be a Member of or working towards Membership of the Institute of Historic Building Conservation and evidence of continuing professional development	Application form and certificates
A minimum of 3 years experience in a Local Authority planning or conservation environment related to Listed Buildings and Conservation areas or similar direct work.	Application form and interview
The ability to assess a wide range of historic buildings and advise on their merit, appropriate methods of conservation and repair.	Interview, presentation and examples of work
A commitment to the principles and aims of building conservation.	Application form and interview
Proven experience of managing a varied and complex caseload and working to tight deadlines.	Application form, interview, presentation and examples of work
'Proven proficiency in initiating grant aided schemes and administering the budget'	Application form, interview and examples of work.
'A thorough working knowledge of Listed Building and Conservation Area legislation'	Application form and interview
An effective team member and partnership or consultative working with other organizations.	Application form and interview
Effective and efficient communication skills both written and verbal with experience of dealing courteously with the public and Members both face to face and by telephone.	Application form, interviews, presentation and examples of work
The ability to write clear and concise letters and reports.	Application form, presentation and examples of work
Practical experience of GIS, Word processing and Database packages.	Application form, interview, IT test

Desirable Criteria**Method of Assessment**

A working knowledge of rural Welsh historic architecture and decoration

Application form and interview

Ability to communicate in Welsh

Application form and interview

Knowledge of the UK's National Parks and the Brecon Beacons National Park in particular

Application form and interview

NOTES FOR GUIDANCE FOR PERSONS TAKING UP AN APPOINTMENT WITH THE BRECON BEACONS NATIONAL PARK AUTHORITY AS

Building Conservation Officer

Salary

The salary range is from £29,236 to £31,754 per annum

Salary is paid monthly (last day of month) into bank/building society account.

Period of employment

Permanent

Working hours

37 hours per week

Annual leave entitlement

21 days per annum, plus 8 public holidays and 2 extra statutory days. Leave entitlement rises annually to 25 days per annum after 5 years service.

If you transfer from the service of an outside Authority to the Brecon Beacons National Park Authority, you are able to bring with you your accrued leave entitlement (accrued due to length of service) up to a maximum of 25 days.

Pension

The pension scheme in place is a standard Local Government one; the employee contributes a % of their salary based on the pension bands below and the employer currently contributes 15.9%.

Band	Range (2008/09)	Contribution Rate
1	£0 - £12,600	5.5%
2	>£12,600 - £14,700	5.8%
3	>£14,700 - £18,900	5.9%
4	>£18,900 - £31,500	6.5%
5	>£31,500 - £42,000	6.8%
6	>£42,000 - £78,700	7.2%
7	>£78,700	7.5%

Location

The position will be based in the National Park Offices in Brecon.