



CONSULTANT (BUILT HERITAGE & TOWNSCAPE) PERSON SPECIFICATION

1. SECTION 1

Job title: Consultant (Built Heritage & Townscape)

Department: Built Heritage & Townscape

2. SECTION 2: SELECTION CRITERIA

Please note that Iceni Projects upholds a blind CV policy to ensure a fair and unbiased evaluation of candidates. This means that during the initial stages of the recruitment process, we anonymise CVs by removing any identifying information such as names, gender, ethnicity, or age. By doing so, we prioritise evaluating candidates solely based on their skills, qualifications, and experiences, fostering a fairer hiring process.

Relevant Experience:

- Ability to demonstrate adeptness in research and analysis of buildings and places (*Essential*)

Preferred Education and Training/Qualification/Background:

We would expect candidates to have the following:

- A degree in Urban Design, Conservation, Architectural History, Archaeology or similar (*Essential*)

Personal skills, abilities and competencies:

- Team-oriented, happy to work on projects in a collaborative manner with multiple colleagues (*Essential*)
- Show a willingness to develop the confidence to be able to interact with local authority officers, local interest groups, and other consultees, in support of the client team's development approach
- Demonstrate good organisational ability in order to manage the variety of tasks and to keep on top of record keeping (*Essential*)
- Demonstrate willingness to continuous development and proactiveness in keeping industry knowledge and skills up to date, as well as willingness to contribute to cross-specialism knowledge sharing with other disciplines in the business, including Archaeology and Planning
- Good computing and IT skills and a willingness to keep up to date with technological advances (*Essential*)
- Experience in using programmes such as GIS, CAD, Vu City (*Desirable*)



JOB DESCRIPTION CONSULTANT (BUILT HERITAGE & TOWNSCAPE)

1. ROLE PROFILING

Job title: Consultant

Department: Built Heritage & Townscape

Job purpose: to contribute to planning projects by assisting with the production of listed building, conservation area and other documentation and act as day to day manager of smaller projects under supervision.

Contract duration: Permanent

Reports to: Director

Grade: Consultant

Current Base (location): Glasgow/Edinburgh/London. Flexible working arrangements available

2. ACCOUNTABILITIES and RESPONSIBILITIES

- Organise own time within parameters set by Director or other more senior members of the team
- Establish project brief from project manager
- Produce a range of documentation relating to listed buildings and conservation areas
- Developing client relationships and assisting in generating new work
- Co-ordination of project teams and project management
- Conducting research and site appraisals
- Preparation, submission and negotiation of applications
- Policy representations
- Planning appeal assistance

- Appraisal of sites
- Undertaking site visits, planning histories, policy and guidance reviews
- Maintaining planning programmes, stakeholder engagement strategies, planning condition monitoring schedules, project directories and orderly online files
- Support Directors/Associate Directors/Associates/Senior Planners on projects by carrying out research, drafting reports, preparing project plans, monitoring case law and policy, drafting tender documents
- Liaise with clients, Local Authorities and other consultants (obtain information, update team on emerging policy, manage information and information libraries)
- Have day-to-day involvement in projects, and keep Directors/Associate Directors/Associates/Senior Planners updated on progress through regular project and team meetings
- Report back to Directors/Associate Directors/Associates/Senior Planners
- Support Directors/Associate Directors/Associates/Senior Planners as member of different client project teams
- Refer to designated Directors/Associate Directors/Associates/Senior Planners for coaching, mentoring and/or Personal Development Review
- Liaise with peers to share information and expertise, both formally and informally
- Keep knowledge and skills up to date and satisfy IHBC requirements

3. SECTION 3: GENERAL RESPONSIBILITIES

Commitment to Health and Safety

Commitment to Equal Opportunities

Commitment to Quality Assurance

Commitment to continuous development (CPD, training, etc)