



**PERSON SPECIFICATION - CONSULTANT / GRADUATE (BUILT HERITAGE & TOWNSCAPE)**

**1. SECTION 1**

**Job title:** Consultant / Graduate (Built Heritage & Townscape)

**Department:** Built Heritage & Townscape

**Location:** Glasgow (preferred) / Edinburgh

**2. SECTION 2: SELECTION CRITERIA**

**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 Architectural History, Heritage, Conservation, Archaeology, Architecture, Urban Design 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 a variety of tasks and to keep on top of record keeping (*Essential*)
- Demonstrate willingness to undertake continuous development, and proactiveness in keeping industry knowledge and skills up to date. 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/GRADUATE (BUILT HERITAGE & TOWNSCAPE)**

### **1. ROLE PROFILING**

**Job title:** Consultant / Graduate

**Department:** Built Heritage & Townscape

**Job purpose:** To contribute to Built Heritage and Townscape projects by assisting in the production of a range of reports including Heritage Statements; Heritage Impact Assessments; and Heritage, Townscape, and Visual Impact Assessments. To act as day-to-day manager of smaller projects under supervision.

**Contract duration:** Permanent

**Reports to:** Director

**Current Base (location):** Glasgow/Edinburgh. 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 in relation to heritage (listed buildings and conservation areas) and townscape matters
- Develop client relationships and assist in generating new work
- Co-ordination of project teams and project management
- Conduct research and site appraisals
- Undertake site visits, research, policy and guidance reviews

- Maintain programmes, project directories and online filing
- Support Directors/Associate Directors/Associates/Senior staff 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 Consultants updated on progress through regular project and team meetings
- Report back to Directors/Associate Directors/Associates/Senior Consultants
- Support Directors/Associate Directors/Associates/Senior Consultants as members of different client project teams
- Refer to designated Directors/Associate Directors/Associates/Senior Consultants 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)