



CBA YORKSHIRE JOB DESCRIPTION HONORARY HERITAGE AND CONSERVATION OFFICER

OVERALL PURPOSE OF POST

The overall purpose of the post is to maintain an overview of issues confronting the region's heritage and provide a targeted response on behalf of the group where appropriate and by supporting other bodies with their responses. The issues will typically concern development plans impacting on archaeological sites and historic buildings and townscapes.

MAIN ROLES AND RESPONSIBILITIES

- (1) Act as the main point of contact for the group on planning and conservation matters
- (2) To maintain an overview of proposed developments in the region which may impact on the historic environment through local authority planning pages, contacts with local groups and liaison with National CBA casework officers.
- (3) Make targeted and measured responses to cases on behalf of the group. This will typically involve submitting a short written statement to the relevant planning authority.
- (4) Keep the committee informed of issues and assess when to consult with the committee on complex and sensitive cases.
- (5) Liaise with other local and national groups as required and with local authority Conservation and Heritage Officers

PERSONAL REQUIREMENTS

- (1) Organisational ability
- (2) Good general knowledge of local archaeology and building history
- (2) Clear and concise delivery of written and verbal communications
- (3) Understand the basic workings of the planning system and of local authority public interfaces on planning issues

PERSONAL DEVELOPMENT

This post will give you experience of:

- (1) Undertaking a key role at the centre of a team
- (2) Acting as a champion for local heritage
- (3) First-hand knowledge of the issues facing archaeology in the region