

## Kent County Council

### Job Description: *Conservation Architect*

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**Directorate:** Growth, Environment and Transport

**Unit/Section:** Environment and Circular Economy /Heritage Conservation

**Grade:** KR11

**Responsible to:** Heritage Conservation Manager

#### **Purpose of the Job:**

To develop policy and promote action for the protection and enhancement of Kent's built heritage; to ensure that the County Council as owner, developer or planning authority safeguards and enhances this heritage.

#### **Main duties and responsibilities:**

1. Advise KCC on matters relating to the historic built environment, including contributions to Environmental Statements, planning applications, highways proposals in conservation sensitive areas and general design advice. Would be expected to work with minimal supervision.
2. Develop where required policy and strategy (including income generation) for the protection, conservation, management and enhancement of Kent's historic built environment.
3. Influence the growth and sustainable development agenda and seek to ensure that design takes account of Kent's heritage.
4. Develop standards for safeguarding the built heritage through the planning process; provide or approve specifications for any necessary investigations and assessments and monitor the work undertaken and outputs produced, including in respect of those planning applications being considered by the archaeological team which have an historic buildings dimension. Would be expected to work with minimal supervision.
5. Advise the various departments of the County Council on the protection, safeguarding, management and conservation of historic buildings and properties owned by the County Council or in its care. Develop and supervise a regular inspection and maintenance programme for those historic buildings in the ownership of KCC and seek appropriate funding to support it. Would be expected to work with minimal supervision.
6. Supervise the conservation, maintenance, management and promotion of the eight windmills in the ownership of the County Council and liaise with and advise the groups undertaking the day-to-day running of the windmills. Would be expected to work with minimal supervision.

7. Develop and implement a sustainable, long-term management framework for the county council owned windmills, including where appropriate income generation and alternative models of ownership and/or management.
8. Provide where appropriate specialist historic buildings input to strategic and other consultations.
9. Liaise with relevant national and local organisations in respect of the protection, maintenance and enhancement of the built heritage.
10. Prepare or commission publications or other material in order to promote Kent's built heritage, as required.
11. Promote best conservation practice within Kent.
12. Undertake any other duties as may be required by the Heritage Conservation Manager relating to Kent's historic environment.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

## Kent County Council

### Person Specification: *Conservation Architect*

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<p>Educated to degree level in relevant subject or equivalent (e.g. architecture)</p> <p>A relevant qualification in the conservation of historic buildings. Membership of the Institute of Historic Building Conservation would be welcome.</p> <p>Fully qualified (to Part III) and registered architect or equivalent expertise.</p>
<b>EXPERIENCE</b>	<p>Substantial experience in the care, conservation and repair of historic buildings, including the care of historic windmills or similar structures.</p>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Good analytical skills</li> <li>• An ordered, logical approach to work</li> <li>• Good numeracy skills.</li> <li>• Good communication skills – oral and written.</li> <li>• Good report writing skills.</li> <li>• Accuracy and attention to detail</li> <li>• Ability to organise own work and develop new ideas</li> <li>• Ability to work as part of a team but also independently when required.</li> <li>• An ability to work with other professionals, the general public and elected Members</li> <li>• Ability to travel to meet the requirements of the service, including travel to remote locations.</li> <li>• Ability to think creatively and develop new solutions.</li> <li>• Fluent in English to be able to converse at ease with the public, answer questions and provide advice including the use of any specialist terminology relevant to the role/profession and for extended periods.</li> </ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Good knowledge of UK historic built environment and architecture, including historic windmills or similar structures.</li> <li>• Awareness of Data Protection and confidentiality issues</li> <li>• Staff will be expected to have an awareness of and work within national legislation and Corporate and Directorate policies and procedures relating to Health and Safety</li> </ul>

## KENT VALUES AND CULTURAL ATTRIBUTES

*Post holder will be expected to demonstrate the full range of KCC behaviours and competencies but listed here are several key behaviours for this role.*

### Kent Values:

1. We are **brave**. We do the right thing; we accept and offer challenge.
2. We are **curious** to innovate and improve.
3. We are **compassionate**, understanding, and respectful to all.
4. We are **strong together** by sharing knowledge.
5. We are all **responsible** for the difference we make.

Our values enable us to build a culture that is:

**Flexible/agile** - willing to take (calculated) risks and want people that are flexible and agile.

**Curious** - constantly learning and evolving.

**Compassionate and Inclusive** - compassionate, understanding, and respectful to all

**Working Together** - building and delivering for the best interests of Kent

**Empowering** - Our people take accountability for their decisions and actions.

**Externally Focused** - Residents, families, and communities at the heart of decision making.

(For recruitment purposes, examples of Behaviours which support the Kent Values will need to be demonstrated within the context of this post)