



Role Profile

Built Heritage Officer (Graduate)

Reference No.	A5002	Type	Individual
Service	Planning Services		
Job Family	Professional 1	Grade	FC7

Purpose

To assist the Built Heritage Officer develop and implement new initiatives, ensuring liaison and collaboration to deliver high quality customer-focussed services through advice and actions to safeguard and enhance Fife's historic and built environment assets in the context of planning and development. This includes supporting the development of planning policy and guidance, implementing the Local Development Plan, and Fife's Community Plan priorities on addressing the climate emergency and place-based solutions.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

- Providing specialist advice on the historic environment and built heritage in relation to applications for planning permission, conservation area consent, and listed building consent.
- Assisting to prepare reports, policy, and built heritage advice, including those related to planning applications.
- Undertaking site inspections in accordance with Service protocols.
- Contributing to environmental assessments prepared by the Council.

Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility

- Educated to SCQF level 9, which includes a Degree or equivalent in a historic or built environment subject or a related environmental science discipline such as planning
- Membership of a related professional body e.g. Institute of Historic Building Conservation & Environmental Management or Royal Town Planning Institute

E	D
✓	
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Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
	Knowledge of built environment conservation issues and relevant legislation, processes, and procedures		
<p>Assisting the creation, review, and updating of published planning and good practice guidance on the historic environment to advise the public, landowners, and developers.</p> <p>Promoting and cascading information on built heritage good practice including building skills training, continuous professional development (CPD), outreach and education, and through contributions and management of the Fife Heritage Blog and other educational and promotional activities.</p> <p>Working with local and national bodies to help conserve and promote Fife's built heritage, including Fife Historic Buildings Trust, other relevant Fife Council services, and community groups in building conservation projects seeking a new use for a redundant building or site in disrepair.</p> <p>Liaising with Historic Environment Scotland's Buildings at Risk Register over Fife assets on the list.</p> <p>Assisting with the review and appraisal of conservation areas and propose appropriate management plans, as required.</p>	<p>Knowledge of current/topical issues in the planning and built heritage professions</p> <p>Written and oral communication skills</p> <p>Experience of working in a disciplined manner</p> <p>Experience of working as part of a team or individually</p> <p>Experience of traditional building construction and surveying methodologies, and the ability to interpret the results to inform policy development and planning advice</p> <p>Experience of working on own initiative and thinking creatively and independently within the parameters of relevant legislation</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p>
<p>Assisting in the day-to-day technical policy and administrative support of the planning service.</p>	<p>Organisation awareness</p> <p>Computer skills using standard and bespoke packages</p>		<p>✓</p> <p>✓</p>
<p>Exercising delegated powers as required by the Head of Service and as set out in the List of Officer Powers, and to comply with the Scheme of Administration.</p>	<p>Experience of working effectively with colleagues at all levels</p>		<p>✓</p>
<p>Assisting the Built Heritage Officer in discharging the responsibilities of that post, including deputising as required.</p>	<p>Confident in dealings with others, including members of the public and politicians</p>	<p>✓</p>	

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Embracing and pursuing available opportunities for personal development and gaining new experience and participate in creating similar opportunities for other members of the team.			
Participating fully in the continuous improvement of working practices and processes in accordance with LEAN management principles.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required
Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

Additional Information – the following information is available:

- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours

Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.

Please refer to How We Work Matters Guidance to learn more.