

## **SENIOR BUILT HERITAGE OFFICER – ROLE SPECIFICATION**

### **Built Heritage Consultancy – to be responsible for:**

- Preparing project designs and fee proposals for straightforward built heritage management projects and managing the tendering process.
- Researching and writing high level Building Assessments, Environmental Impact Assessments, Heritage Statements and Conservation Management Plans. This will include undertaking primary research including Record Office/HER office visits, and the preparation of drawing briefs.
- Managing small scale Building Assessments and Heritage Statements; supervising and supporting junior colleagues.
- Providing accurate, informed advice and guidance to clients in relation to planning and listed building consent applications and other heritage management issues.

### **Historic Building Recording – to be responsible for:**

- Preparing mitigation strategies and Written Schemes of Investigation, and liaising with curators.
- Preparing site specific, Wessex Archaeology H&S Risk Assessments and other safety documents as required by the client.
- Undertaking site investigation of complex buildings, fabric analysis and interpretation, measured survey and photographic recording.
- Preparing the drawn record from measured survey data.
- Preparing reports for complex building records including drawing briefs for the Graphics Office.
- Managing programmes of building recording and editing reports by colleagues.
- Ensuring the preparation of a suitable project archive.
- To assist in Company initiatives with respect to training, outreach and education, both in-house and to clients, consultants, other external organisations and the general public.

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### **Key Certificated Skills**

- Asbestos Awareness
- Fire Awareness
- Manual Handling
- Display Screen Awareness
- Driver Training - Basic awareness
- Working in Confined Spaces
- Working at height (scaffold tower)

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### **Other desirable skills**

- Fire Marshall Training
- First Aid at Work
- Construction Skills Certification Scheme (CSCS) or UK accepted equivalent

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