



Job Description and Person Specification

Planning Officer - Conservation

Responsible to: Design, Conservation and Sustainability Manager (DCSM). The postholder will also be working closely with the CEO, Trustees and external advisors.

Responsible for: Volunteers and student placements from time to time

Lead Officer: Working in close collaboration with the CEO and DCSM, the role will coordinate and respond to the Architecture, Planning and Place Committee, and Environs sub-Committee

Job purpose: as a member of the Advocacy and Campaigns team, to:

- Respond to development proposals submitted to the Local Planning Authority, public consultations and the other issues relating to the City of Bath World Heritage Site (WHS), working with staff, trustees and advisors to represent a collective view.
- Provide a professional and technically accurate service, including provision of information, advice and guidance to members, staff, trustees, stakeholders and other external professionals.
- Maintain a watching brief on the state of conservation and development in Bath, using and maintaining in-house records to record and develop consistency in responses.

Terms & Conditions

Salary: £30,000 per annum (equivalent to £16.48 per hour)

Working hours: full time at 35 hours per week

Location: your primary office base will be The Schoolhouse, Countess of Huntingdon's Chapel, The Paragon, Bath BA1 5NA

Contract: permanent

Other benefits include:

- Positive, collaborative, inclusive working culture
- Flexible working hours
- Flexible working arrangements (subject to agreement and the requirements of the job)
- 34 days annual leave (including public holidays)
- Employee Assistance Programme
- Higher than statutory minimum company sick leave
- Cycle to Work scheme
- 0% loans for public transport season tickets

The successful candidate may attract eligibility for fully funded postgraduate education to support the role.

Job Description

1. Apply appropriate professional expertise and judgement to contribute to appraisals of development proposals and listed building applications in accordance with statutory legislation, the National Planning Policy Framework, the Local Plan and supplementary planning documents and other policies and guidance. The relevance of the principles of the UNESCO World Heritage Convention and Outstanding Universal Values relating to the Bath WHS inscriptions have a primary significance to local planning policy.
2. Undertake pre-application discussions and engagement with developers for major sites and as requested seek pre-application meetings relating to major developments on a discretionary basis.
3. Apply appropriate expertise to contribute engaging with and responding to changes to planning policy, such as local plans, supplementary planning documents and strategies and changes to the NPPF.
4. Report to the monthly Architecture Planning & Place Committee and regular Environs Committee, coordinating and producing agendas, monthly update reports and presentations to reflect current priorities.
5. Prepare responses to proposals compiled using feedback from advisors and trustees, and / or the agreed BPT Position Statements, seeking sign-off as appropriate.
6. Liaise with applicants, Historic England and B&NES Council, other consultees and key stakeholders as required, to provide advice on development proposals or matters for enforcement.
7. Undertake site visits in relation to application and pre-application consultations as required.
8. Working with the CEO and DCSM, manage and co-ordinate campaigning on behalf of BPT for the conservation of the Historic Environment of Bath and its Environs in line with established objectives and policy.
9. Prepare written statements and represent BPT as the need arises at B&NES Planning Committees, appeal hearings, and other meetings as the need arises.
10. Draft reports and undertake research relating to ongoing objectives and projects of Bath Preservation Trust.
11. Respond to general enquiries from the public, stakeholders and members.
12. Maintain and develop internal resources, databases and management tools to record change and responses, enabling understanding of change in the City of Bath and key metrics.
13. Create content for press releases, social media and the BPT website as required. The postholder will also be responsible for updating the website with key information on a routine basis.
14. Stay up to date with policy changes, relevant CPD and the overall context and position of other stakeholders and organisations of interest both locally and nationally.
15. Uphold the working values and expectations of BPT in relation to policy, guidance, Health and Safety and Safeguarding and fulfil this expectation in relation to all staff, trainees, visitors and other people engaged with activities.
16. Carry out other duties relevant to your post as reasonably required by your line manager. This may include events that take place on weekends and evenings.

Person Specification

Education and experience

- Membership of The Royal Town Planning Institute or The Royal Institution of Chartered Surveyors or equivalent experience
- Degree / level 5 qualification in town planning or a related discipline or equivalent experience
- Experience of preparing detailed and technically accurate development and policy responses
- Experience of urban development including contemporary issues and themes
- At least two years' experience of working as a planner or equivalent role

Knowledge and skills

- Working knowledge of Development Management and the Planning system
- Knowledge of conservation principles would be an advantage
- Good presentation skills, including confidence speaking at internal and external professional meetings
- Excellent understanding of the Climate Emergency – impacts, causes, mitigation
- Knowledge of the history of Bath and its building types would be an advantage
- Advanced research skills using multiple sources

Attributes

- Technically accurate
- Resilient and independent in the face of public engagement and feedback
- Excellent written skills in a variety of appropriate styles, e.g. technical, public, conversational etc
- Positive, engaged and self-motivated
- Time management and managing multiple deadlines
- Communication with multiple working groups
- Volunteer coordination

About the Bath Preservation Trust

Bath Preservation Trust (BPT) campaigns for and promotes the conservation, sustainable enhancement and celebration of the unique historic built environment and amenity, green setting and global contributions of the City of Bath as a World Heritage Site. At our heart are the principles of informed advocacy, learning for all, and the provision of authentic heritage experiences at our four museums, through partnership working and online.

We believe Bath deserves excellence in design and contemporary sustainable development which is inclusive of all people, and improves social and economic opportunities without compromising our unparalleled built heritage and natural environment.

Our museums and collections provide inspiring experiences, learning and insights from the past which help people deepen their knowledge through narratives expressed appropriately, knowledgeably and equitably.

We:

- Promote our commitment to sustainable development for Bath and demonstrate the value of heritage in a changing world
- Advocate and campaign for the total public realm, a healthy environment and a thriving living city
- Champion forward-thinking and appropriate sustainable architecture and design worthy of the World Heritage City of Bath
- Continue the successful innovative development of, and increased access to, our museums through careful growth and targeted promotion
- Encourage and enable Bath citizens to take an active responsibility for the future welfare of the city via membership, volunteering and support
- Provide opportunities for learning for people of all ages in all areas of our work, supporting personal wellbeing and social inclusion

Fundamentally, we are an organisation which seeks positive and constructive solutions to the present and future threats faced by Bath, its rural environs and the people, communities and businesses it supports. Working with expert volunteers, BPT reviews hundreds of planning applications each year, challenging inappropriate development and engaging with B&NES Council and developers to influence positive change. Informed advice is provided to homeowners about planning applications for historic houses and listed buildings.

BPT is also a major provider to the tourist economy, as we own and run museums and educational activities at No. 1 Royal Crescent, the Museum of Bath Architecture, Beckford's Tower and Landscape and the Herschel Museum of Astronomy.

With more than 1,000 subscribing members, BPT was founded in 1934 to conserve the city's unique architectural heritage and challenge unsustainable development. Our advocacy and campaigning work has saved hundreds of listed buildings from demolition, enhanced the public realm, and added value and improvement to new developments.