**Job Description**

We are the public body that looks after England’s historic environment. We champion historic places, helping people understand, value and care for them.

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| **Job title:** | Senior Building Conservation Advisor |
| **Department:** | National Specialist Services |
| **Location:** | National  |
| **Responsible to:** | Principal Building Conservation Advisor and Team Leader |
| **Pay Band:** | B |
| **Contract:**  | Fixed term for 12 months |

The Technical Conservation Team in the National Specialist Services Department specialises in the conservation of buildings, structures and landscapes. We set standards and provide specialist technical services and strategic leadership on the technical aspects of the care, repair, maintenance and adaptation of the historic built environment. We do this by developing and promoting evidence-based technical policy and best practice and by providing specialist guidance within Historic England, to the English Heritage Trust through a shared service agreement, and to the wider sector.

**Overall purpose of the job**

As a member of the Building Conservation & Designed Landscape Team in Technical Conservation you will provide specialist technical advice on appropriate methods of conservation, repair, maintenance and adaptation of the historic built environment to a range of audiences (including Historic England staff, the English Heritage Trust, conservation professionals and non-professionals) using a variety of media. You will help to develop and promote technical standards and guidance on appropriate methods of conserving the historic built environment by commissioning and managing research projects, carrying out and organising specialist training as well as producing and disseminating technical advice and guidance for a range of audiences.

**Main duties and responsibilities:**

1. **Technical expertise and advice.** Provide expert advice and guidance on appropriate methods of conservation of the historic built environment to colleagues in Historic England, the English Heritage Trust, and to the wider building conservation sector, to ensure that interventions are well-informed and in accordance with best practice. This will include managing, coordinating and supervising commissioned consultants.
2. **Research.** Take an active part in the Team’s research programme, including leading or participating in individual projects as appropriate, to ensure that the advice we give on the conservation of the historic built environment is underpinned by sound evidence. This will include liaison with key stakeholders in the development of research priorities and projects, commissioning laboratory research and site trials, monitoring progress, interpreting results, and managing the dissemination of results.
3. **Capacity-building**. Work in partnership with professional institutions, craft skills bodies and other relevant organisations to improve standards and best practice in the conservation of the historic built environment to satisfy the demands and changing needs of the sector. This will include:
	1. Producing published advice (both written and film) and drafting articles and papers for publication in appropriate journals
	2. Organising and/or participating in conferences and seminars to disseminate the findings of research, promoting the content of the Practical Building Conservation series to a wide audience, and raising the profile of Historic England’s technical conservation expertise to a range of audiences
	3. Contributing to the development and delivery of training (both virtual and face‑to-face) as part of disseminating best practice in the conservation of the historic built environment, including working with colleagues in the Sector Resilience and Skills Team
	4. Representing Historic England in reviews of others’ technical regulations, standards and guidance for conservation of the historic built environment to increase Historic England’s strategic influence and promote best practice for the benefit of the historic built environment.
4. **Income generation**. Contribute to the generation of income through delivery of cost-recovery training courses, paid-for advice or additional income-generating work streams.
5. **Profile.** Represent Historic England on external committees, steering groups and working parties concerned with the conservation of the historic built environment to increase Historic England’s strategic influence, develop relationships with sector partners and promote best practice for the benefit of the historic built environment.
6. **Financial and compliance management.** Comply with Historic England’s legal obligations and policies in terms of finance, procurement, health & safety, information security, and equality & diversity.
7. **Team activities.** Take part in, and contribute to, general team activities including:
	1. Attend regular team meetings, contributing to the development of the team and providing updates on progress in allocated programmes and responsibilities
	2. Assist the Principal Building Conservation Advisor and Team Leader in agreeing and setting targets and monitoring outputs as part of the corporate planning process
	3. Deputise for the Principal Building Conservation Advisor and Team Leader as required
	4. Line manage or supervise junior staff and evaluate their training needs.
8. **Other.** To carry out any other tasks that may be assigned by the Principal Building Conservation Advisor and Team Leader.

Please note, this role:

* will involve travel to local offices and locations throughout England, often to sites that are inaccessible by public transport, so a current UK driving licence is highly desirable.
* due to its national remit, will require attendance at meetings and site visits will often involve overnight stays, sometimes of more than one consecutive night.
* will also involve visiting sites in exposed locations and where climbing scaffolding and negotiating uneven terrain and confined spaces (such as attics) will be necessary.

This is an outline description of the duties and responsibilities involved in the job. It is not exhaustive and may be revised from time-to-time.

**Person Specification**

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| **Training, experience & qualifications** |
| * A degree or equivalent qualification in a relevant subject
* Extensive, appropriate and wide-ranging post-qualification experience in the conservation of historic buildings and structures, including diagnosing defects and implementing appropriate interventions.
* Experience of writing reports, guidance and articles, and editing the work of others
* Practical experience of a range of methods for the repair of historic buildings
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| **Knowledge & skills** |
| * Good knowledge of historic building construction and familiarity with current issues affecting historic buildings and the historic environment generally
* Detailed knowledge of traditional building materials and systems, and a thorough understanding of the mechanisms of deterioration, options for remedial work, and the implications of intervention
* Good understanding of techniques for assessing building performance, and of material science and analytical techniques
* Familiarity with current conservation theory and principles and a sound philosophical approach
* Analytical, investigative and creative problem-solving skills
* Strong written and oral communication skills, including the ability to write concise reports and guidance, and deliver presentations suitable for a range of audiences
* Competent IT user, capable of working in a Microsoft Office/Outlook environment
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| **Behaviours** |
| * Confident and adaptable communication style
* Ability to act as an authoritative and persuasive representative of Historic England
* Focused on delivery of objectives and able to effectively prioritise and manage own workload, work to tight deadlines, and see things through to completion
* Proven ability to work constructively with a wide range of internal and external partners as part of a multi-disciplinary team, and contribute to the achievement of team objectives
* Willingness to learn new skills
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Historic England is committed to providing equality of opportunity. If you have a disability, we would be happy to discuss reasonable adjustments to the job with you.