



Role profile

Role title	Strategic Historic Environment Officer (Rural Environment)
Corporate directorate	Sustainable Growth and Development
Service	Connectivity and Environment
Grade	Grade H
Reports to (role title)	Strategic Historic Environment Senior Advisor (Rural Environment)
Version	1
JE code	2233

Approving manager	Tamsin Daniel
Date	28/04/2022

If you would like this information in another format please contact:

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Role purpose

The Strategic Historic Environment Officer (Rural Environment) role sits within the Environment & Connectivity Service's Strategic Historic Environment Team. The Strategic Historic Environment (SHE) team includes the Historic Environment Record team, SHE Senior Officers providing authoritative advice on the built and rural historic environment and project funded officers delivering strategic heritage projects.

The overall purpose of the role is to contribute to the delivery of *Heritage at the Heart of an Evolving Cornwall: A Strategy for Cornwall's Historic Environment (2022 – 2030)* and the vision that: *In 2030 Cornwall's historic environment enriches people's lives. It is a valued part of Cornwall's prosperity and distinctiveness. Understanding how Cornwall has changed over previous millennia, centuries and more recent decades, we are better able to meet future challenges.*

The Strategic Historic Environment Officer (Rural) role will be to:

1. To provide timely and appropriate advice on the impacts and opportunities relating to Cornwall's historic environment of rural land management schemes. This will be done primarily through the creation of SHINE (Selected Heritage Inventory for Natural England) records and the DEFRA/Rural Payments Agency consultation process.
2. Support the delivery of the Environment & Connectivity Service's strategies and projects by providing advice and guidance relating to Cornwall's historic rural environment and distinctive landscape character. This will include working collaboratively with the following teams: Carbon Neutral, Environmental Growth, Environmental Resilience and Adaptation, Cornwall AONB, Tamar Valley AONB and the World Heritage Site.
3. Support the delivery of *Heritage at the Heart of an Evolving Cornwall: A Strategy for Cornwall's Historic Environment (2022 – 2030)*, gathering case studies, data and information to assist with monitoring the implementation of the strategy.
4. Contribute to the knowledge, understanding and enjoyment of Cornwall's rural historic environment, including updating and enhancing aspects of the Historic Environment Record and creating content for the SHE team's Heritage Hub website and newsletters.

This is a fixed term contract for 24 months.

Dimensions

Annual financial accountability
None
Management accountability

None

Accountabilities

Cornwall Council is a dynamic organisation and the particular duties and accountabilities may vary from time to time without changing the general character of the role or the level of responsibility entailed. Individual objectives will be agreed via the PDS appraisal process

- Respond to agri-environment scheme consultations through the SHINE consultation process, including the creation of new SHINE sites and appropriate land management advice
- Provide advice on new woodland planting proposals in terms of both heritage features and historic landscape characterisation impacts
- Review and comment on consultations from Cornwall Council's Rights of Way Team
- Provide general support to the Strategic Historic Environment Senior Advisor (Rural Environment) as required, including having a role in the development and promotion of rural heritage initiatives and advice
- Respond to Historic Environment Record (HER) enquiries and requests for information and advice where this comes under the remit of the Rural Historic Environment
- Generate and support the SHE team in the development of website and social media content
- Support the HER Team when workloads allow, including on tasks such as the Local List, Neighbourhood Development Plans and validation/entry of sites to the HER
- Be responsible for your own continuing self-development, undertaking training as appropriate.

Corporate accountabilities

Information security and governance

Manage information in line with the Council's policies, procedures and guidance on subjects such as Data Protection, Freedom of Information, confidentiality, information security and sharing, the information lifecycle and data quality, to ensure compliance and efficient and effective information governance

Safeguarding

Maintain awareness of Council policies and practices regarding the safeguarding of children, young people and/ or adults who may be at risk. Report concerns/ allegations in accordance with corporate guidance and procedures

Equality & Diversity

Work to eliminate unlawful discrimination, harassment and victimisation and report incidents as they occur. Treat everyone with dignity and respect and ensure individual's needs are met. Challenge inappropriate behaviour and language constructively, advising on alternatives so the opportunity for change can be considered

Key objectives

- To support the delivery of Agri-environment scheme consultations through the provision of historic rural environment advice and guidance
- To help embed the objectives of *Heritage at the Heart of an Evolving Cornwall: A Strategy for Cornwall's Historic Environment (2022 – 2030)* across the Connectivity & Environment Service and wider Sustainable Growth & Development Directorate, with particular focus on understanding the impact of change on Cornwall's rural historic environment.

Competencies and other requirements

We use the following criteria below to assess your suitability for the role; please refer to the recruitment & selection column to establish at which stage the criteria are assessed. Requirements assessed at the 'Application' stage represent the minimum essential requirement for shortlisting purposes

Behaviours	Recruitment and selection
<p>Working together You understand and focus on customer needs and work well with colleagues and partners</p> <ul style="list-style-type: none"> • You understand and are attentive to the needs of your customers • You listen to the views of others and seek them out • You support and show consideration for others • You work well with colleagues and partners and acknowledge the different ideas, perspectives and backgrounds of others • You are committed to the protection and safeguarding of children, young people and vulnerable adults • You share information and expertise with others • You are honest, you respect, and you build relationships of trust • You share your achievements and acknowledge the achievements of others 	<p>Interview</p>
<p>Personal responsibility You take responsibility for your work, your environment and your development</p> <ul style="list-style-type: none"> • You are trustworthy and reliable • You pay attention to your own health, safety and wellbeing and that of others • You acknowledge errors, report them as appropriate and play your part in addressing them • You appropriately challenge unhelpful behaviour • You seek feedback and review your own contribution • You are open to change and improvement • You take responsibility for your development • You are enthusiastic about and take pride in your work 	<p>Interview</p>

<ul style="list-style-type: none"> You act as an ambassador for the Council to our customers 	
<p>Resourceful You apply expertise, solve problems and make improvements to deliver good customer outcomes</p> <ul style="list-style-type: none"> You plan and organise your work and manage your time effectively You gather relevant information, analyse it and make timely informed decisions in the course of your work You are flexible and adaptable You respond constructively to change You demonstrate financial awareness relevant to the job you do You use your initiative and are creative in problem solving You deliver results and manage customer expectations 	Interview

Knowledge, skills & experience	Recruitment and selection
Degree in Archaeology or a relevant subject, or equivalent experience and/or qualifications	Application Form
Experience of working in either a local authority historic environment setting/professional archaeology unit/a setting requiring specialist knowledge and experience of the rural historic environment	Application Form
Professional membership of an appropriate organisation such as CIFA to AIFA level, or a willingness to apply	Application Form
Awareness of heritage land management principles and processes, and the development of landscapes through Historic Landscape Characterisation	Application Form, interview
Interest in historical/traditional and current land and farm management processes	Application Form, interview
Understanding of heritage asset types and an appreciation of Cornish Distinctiveness	Application Form, interview
Experience of working with Geographic Information (GIS)-based Historic Environment Records	Application Form
Proficiency in the use of Microsoft IT packages and experience of social media/web content creation	Application Form
Ability to work on own initiative and effectively as a member of a team	Interview
Ability to prepare and present evidence and information clearly, confidently and persuasively.	Interview
Experience of delivering customer services and proven ability to meet customer needs, engaging with customers in a confident and	Application Form, Interview

professional manner, whether face-to-face, by telephone, email or via a digital platform.	
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Other requirements	Recruitment and selection
This position is subject to a criminal records disclosure check	NO
This is a politically restricted position	NO