

**LANCASHIRE COUNTY COUNCIL: PLANNING OFFICER (ARCHAEOLOGY)
PERSON SPECIFICATION**

**JOB TITLE: Planning Officer (Archaeology)
TWO POSTS: F-486-0001 and F-486-0002**

Full Time (37 hours per week). Two year fixed term contract to 31 March 2021 (with potential for extension subject to funding and performance).

GRADE: 9

**DIRECTORATE: Growth, Environment and Transport
SERVICE: Planning and Environment
TEAM: Development Control
RESPONSIBLE TO: Head of Development Control**

Job share is a possibility.

CRITERIA	DESIRABLE	ESSENTIAL	METHOD OF ASSESSMENT
Qualifications	Membership of a relevant professional body	First degree in archaeology or a related subject	Application form
Experience	Providing archaeological advice on planning applications, planning conditions and details reserved by condition.	<p>Post qualification experience in a relevant field</p> <p>Sound knowledge of Britain's historic environment.</p> <p>Significant experience of assessing the impact of development proposals on archaeological remains, the provision of appropriate advice to planning authorities, the production of specifications for archaeological work, the approval of project designs by archaeological contractors, and the monitoring of fieldwork and post excavation programmes.</p> <p>Practical professional experience of archaeological</p>	<p>Application Form</p> <p>Interview</p>

		fieldwork and how it relates to the planning system	
Job related Knowledge	Understanding of local government structures and practices.	<p>Good working knowledge of Britain's historic environment</p> <p>Demonstrable knowledge of planning (policy and development management) and how it applies to archaeology and the historic environment</p> <p>Commitment to continuing professional and personal development.</p>	<p>Application Form</p> <p>Interview</p>
Skills and Aptitudes		<p>Ability to work as part of a team and support other team members.</p> <p>Ability to manage own workload and contribute to team workload and goals</p> <p>Ability to work effectively in a busy partnership environment and to meet deadlines.</p> <p>Good written and oral communication skills, including ability to write reports to senior officers or governance boards or committees.</p> <p>Excellent IT skills, including Microsoft office.</p> <p>Ability to use GIS applications such as ArcGIS and experience of computerised Historic</p>	<p>Application Form</p> <p>Interview</p>

<p>Other requirements</p>	<p>Car Driver / Owner</p> <p>A level of physical mobility to undertake work on sites of difficult terrain is required.</p> <p>Possession of a current Construction Skills Certificate Scheme (CSCS) construction site visitor card or equivalent</p>	<p>Environment Records (eg HBSMR)</p> <p>Must be able to travel around the county.</p>	<p>Application form and interview</p>
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**LANCASHIRE COUNTY COUNCIL
PLANNING OFFICER (ARCHAEOLOGY)
JOB DESCRIPTION**

TWO POSTS: F-486-0001 and F-486-0002 (2 year fixed term to 31/3/2021)

Job share is a possibility

Full Time (37 hours per week). Two year fixed term contract to 31 March 2021 (with potential for extension subject to funding and performance)

Job title	LEVEL
Planning Officer (Archaeology)	Grade 9
Directorate	Service
Growth, Environment, Transport	Planning and Environment

Team
Development Control

General Duties:

To provide specialist archaeological advice on development control and planning matters to the following councils:

- Blackburn
- Blackpool
- Burnley
- Chorley
- Fylde
- Hyndburn
- Lancaster
- Preston
- Ribble Valley
- Rosendale
- South Ribble
- West Lancashire
- Wyre
- Lancashire

To support the development of the Lancashire Historic Environment Record.

Specific Duties:

1. Respond to and advise on planning consultations for development proposals in respect of archaeology, including by:

- a) Preparing advice to help local planning authorities in the determination of applications.
 - b) Preparing briefs and project specifications for all levels of archaeological work; and especially in the discharge of planning conditions.
 - c) Supervising and monitoring programmes of archaeological work to ensure delivery to the correct standard and time.
2. Work closely with the Lancashire Historic Environment Record to ensure appropriate dissemination, recording and archiving of project outputs.
 3. Support the development of local plan policies with implications for archaeology.
 4. Monitor and report on the progress of service delivery.
 5. Contribute to the development of the team and service.

Special requirements

1. Be prepared to work outside normal office hours occasionally.
2. Ability to cope with physical demands of visiting sites including construction sites and quarries.

Must be able to perform all tasks as above. Consideration will be given to any "reasonable adjustment" requirements in accordance with the provisions of the Equality Act 2010

This post is offered on a 2-year fixed-term basis and is subject to funding. Any extension is subject to funding, business case and satisfactory performance.