

Job Description

Directorate:	Growth, Environment, Transport and Highways		
Service:	Planning & Environment		
Location:	Based in County Hall, Preston (although hybrid office & home working is typical)		
Salary range:	£31,067 - £35,235	Grade:	7
Reports to:	Planning Officer	Staff responsible for:	0

Job purpose and scope

To contribute to the operation, maintenance and development of the Lancashire Historic Environment Record (HER). The post is primarily focused on interpreting, validating and incorporating new information into the system from the Local Heritage List project, but from time to time the postholder will be required to update existing records and input new information into the system from archaeological reports and other research, and also supply heritage information to users in a variety of digital formats and ensure that users of the HER understand the nature of the record and how to use it appropriately.

Accountabilities/Responsibilities

- Lead on the integration of the Local Heritage List project dataset into the HER under the direction of the Planning Officer.
- Assist with the management, maintenance and enhancement of the HER database and associated GIS. This includes the interpretation, validation, analysis, synthesis and input of new and existing data, alongside the curation of the associated physical and digital resource material including archives and aerial photographs. Where appropriate to provide support to researchers accessing the HER physical and digital resource material to ensure that users have access to accurate and reliable information.
- Liaison as appropriate with Historic England, landowners, agents, consultants and other relevant bodies, agencies and individuals.
- Respond to HER related enquiries from internal and external stakeholders including planners, developers, agents, contractors, landowners, statutory bodies, researchers and members of the public by extracting, processing and providing relevant data. Where required and appropriate to the grade, provide analysis of the data and management advice relating to the historic environment.
- To carry out any other duties which fall within the broad spirit, scope, and purpose of this job description and which are commensurate with the grade of the post to ensure the effective operation of the HER.

Other

- **Equal Opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

- **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

- **Customer Focused**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

- **Safeguarding Commitment**

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

- **Skills Pledge**

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and numeracy if they do not have one already.

Our Values

We expect all our employees to demonstrate and promote our values:

- **Supportive**

We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.

- **Innovative**

We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.

- **Respectful**

We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.

- **Collaborative**

We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

Person Specification

All the following requirements are essential unless otherwise indicated by *

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

Qualifications

- Archaeology degree or a related discipline or considerable relevant experience

Experience

- Computer literacy, including familiarity with GIS and specialist relational databases.
- Ability to communicate effectively with a range of individuals and organisations, both verbally and in writing.
- High level of organizational skill, particularly in time management and workload prioritisation.

Essential knowledge, skills & abilities

- In-depth knowledge of British archaeology across a broad range of periods.
- Knowledge of vernacular building types and construction methods.
- ICT skills, with particular experience of complex relational databases and Geographic Information Systems.
- Can demonstrate literacy, numeracy, and good written and verbal communication.
- Ability to understand, interpret and synthesise historic environment record data.
- Experience of using and entering data on an HER.*
- Use of ArcGIS and HBSMR software.*
- An awareness of current issues and developments in heritage data management.*
- Knowledge of the techniques for the investigation, understanding and management of the historic environment and land management in the UK.*
- Understanding of a wide range of archaeological and historical resources, including aerial photographs and historical maps, with the ability to extract information.*

Other essential requirements

- Commitment to equality and diversity.
- Commitment to health and safety.
- Display the LCC values and behaviours at all times and actively promote them in others.