



Paul Butler Associates

Planning, Development & Heritage Consultants

Job Description: Heritage Consultant

1. Introduction

Thank you for the interest you have shown in joining Paul Butler Associates. We are currently offering an opportunity for a Heritage Consultant to join the company. Along with the job description and person specification. This document provides an overview of how the firm has developed and how we see it developing in the future.

2. Paul Butler Associates

Paul Butler Associates is one of the leading town planning and heritage practices in the North West. Formed in 1992, we have a wide ranging and stimulating list of clients and projects split between the public and private sectors.

We require a heritage consultant to cope with our expanding workload, whilst being highly committed and determined to join us in taking the practice forward.

We believe that conservation is a stimulating and intellectually challenging profession. We want someone who shares this view and can think creatively about conservation as part of the planning process and the business of planning.

We can offer:

- A competitive remuneration package.
- A pension, health and life assurance.
- An opportunity for career progression.
- Generous annual leave entitlement.
- Reimbursement towards relevant professional development and memberships.
- A modern high quality work environment in close proximity to Deansgate.
- An opportunity to work on major development projects across the North West and the UK.

3. Job Description

Applicants should have:

- A minimum of 5 years' relevant employment within private and/or public sector.
- A relevant conservation degree and / or a full member of the IHBC (or due to apply for membership imminently).
- A track record of working in a fast paced environment.
- Broad understanding of heritage including knowledge of key built heritage legislation.
- An ability to provide a professional service to clients and secure new commissions.

31 Blackfriars Road, Salford, Manchester M3 7AQ

t. 0161 835 3530 e. pba@paulbutlerassociates.co.uk w. www.paulbutlerassociates.co.uk

Company no. 3398456. Registered in England and Wales as Paul Butler Associates Ltd

- Excellent written, presentation, communication and client care skills will be essential.
- Ability to work with a range of professionals within the planning and development sector.
- A full driver's licence and access to a car would be beneficial.

Main Purpose

- To continue the development of the Practice as a thriving consultancy able to deliver creative and effective planning and heritage solutions to the problems and opportunities presented by its public and private sector clients.
- Providing professional commercially-focused heritage advice which is client facing and/or working with wider project teams.
- To drive the business forward in terms of strategy, marketing and implementation, exploring new and existing links and contacts.

Fee Earning

- Preparation of Heritage Impact Statements, Heritage Appraisals, ES Built Heritage chapters, Appeal Statements and more.
- Providing heritage advice at feasibility, pre-app, application or appeal stage, including reviewing and providing comments on Scopes of Work / Method Statements.
- Prepare fee proposals and secure commissions in both the public and private sector.
- Liaise with clients, architects, sub-consultants and other professionals.
- Coordinate conservation-focused planning applications (including planning, listed building consent and advertisement consent)
- Work to defined deadlines and budgets.

Professional Development

- Maintaining an up to date knowledge of heritage policy and best practice.
- Attend and partake in relevant seminars and conferences, on-line and in-person
- Maintain links with academic institutions.
- Guide and develop the work of junior colleagues.

Marketing and Administrative role

- Attend and contribute to outside events and meetings.
- Develop links and contacts with other professionals and potential clients.
- Maintain and develop corporate image and reputation.
- Answering the phone and dealing with inquiries.
- Undertaking other office duties relevant to the post and business.

4. Person Specification

Specification

- A minimum of 5 years' relevant employment within private and/or public sector.
- A relevant conservation degree and / or a full member of the IHBC (or due to apply for membership imminently).
- Experience working on a range of development projects across multiple sectors, including major developments.
- Wide-ranging heritage and conservation experience.

Skills

- Experience assessing the significance of (and effect of change on) a wide range of designated and non-designated heritage assets including in relation to setting.
- A sound knowledge of architectural history.
- Good presentation, communication and interpersonal skills.
- Excellent oral and written communication skills: the role will involve face-to-face and telephone interaction as well as extensive use of written communication in the form of proposals and reports.
- Good numeracy skills: the role will require an understanding of day-to-day business finance.
- Knowledge of the planning system and advice from government.
- Computer Literate in Microsoft Office and other associated programmes.
- Good administrative and organisational skills.
- Capable of working by yourself to tight deadlines.
- Self-motivated/independent but equally able to work well in a team.
- Experience in building recording and archival research beneficial.
- Experience of AutoCAD to prepare heritage significance plans beneficial.

Other Attributes

- Ability to learn new software applications as required.
- Ability to understand, and ideally use, graphic communication tools.
- Ability to prioritise and organise workloads.
- Ability to provide guidance to other members of the team on conservation matters.
- Willingness to attend events and meetings outside normal office hours in a professional, promotional or developmental capacity.

5. The Future

The aim is to provide a stimulating and rewarding (in all senses) career for everyone connected with the practice, and one which balances the demands of the practice with other aspects of personal and social life.

Core work is likely to revolve around the preparation of heritage statements / assessments. We will aim to provide work which will be interesting and rewarding. We have at the moment a range of interesting projects to deal with. We should be able to build on and develop these in the future. We can offer good long-term prospects for everyone working for the company and there will be the opportunity to progress higher within the practice.

6. Conditions

See contract