

PERSON SPECIFICATION

Assistant Heritage and Planning Officer

QUALIFICATIONS

Essential

- Degree or equivalent in a relevant field – Planning, Historic Environment, Heritage Conservation, History, Geography, Architecture, Archaeology

Desirable

- Able to demonstrate a wider interest in the subject area including volunteering etc.

EXPERIENCE

Desirable

- Previous experience of working in a small team
- Familiarity with busy office environment and standard office practises

SKILLS & KNOWLEDGE

Essential

- An understanding of national heritage and planning policies and issues
- Able to demonstrate and articulate an understanding of heritage within the built environment and the wider landscape
- Good communication skills – written & spoken
- Good organisational skills
- Ability to manage workloads sometimes under pressure
- Good office-based skills – including IT & social media
- Ability to produce good clear minutes of meetings

Desirable

- Knowledge of Oxford and its surrounds
- An understanding of Local Authority practices
- Experience and understanding of delivering a restoration project.
- Knowledge of landscape and environmental issues in a planning context.
- An interest and knowledge of climate change issues in a planning/heritage context.

DISPOSITION

Essential

- An ability to work with a variety of different types of people
- Able to work on own initiative and as part of team
- Attention to detail
- Strategic approach to problem solving.