

## ROLE ADVERT

**ROLE TITLE:** Heritage Monitoring Officer  
PERMANENT:

**POST ID:** RDC 18

**GRADE:** BAND F-G SCP 25 – SCP 33\* £22,434 to £29,033 per annum

\*Career graded post, refer to personal specification for bar requirements. Bar at SCP 29

**HOURS:** 37 Per Week

**LOCATION:** County Hall, Usk which may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

### **WELSH LANGUAGE ASSESSMENT:**

Welsh language skills are not necessary.

### **PURPOSE OF POST:**

Monmouthshire County Council have an exciting opportunity for a suitably qualified conservation professional to join the Heritage Team within the Council's Planning Service. The Heritage Team deal with all aspects of the historic environment from processing Listed Building Consent applications and advising on Planning applications in historically important areas, to serving formal notices and actively managing the Buildings at Risk Register.

Working directly within the Development Management Team the post holder will be expected to provide specialist advice on heritage issues focussing on monitoring work being carried out under Listed Building Consent and undertaking any required enforcement action. The post holder will be expected to act as the primary case officer for monitoring and enforcement cases and be expected to support the work of the team in managing the Buildings at Risk Register.

The postholder will have a professional qualification, to degree level, in a relevant conservation related field or be able to demonstrate an equivalent level of experience within the historic environment.

### **Should you require any further information regarding this post, please contact:**

Heritage Manager Amy Longford on 01633 644877 or the Development Services Manager, Phil Thomas on 01633 644809.

[Amylongford@monmouthshire.gov.uk](mailto:Amylongford@monmouthshire.gov.uk) or [PhilipThomas@monmouthshire.gov.uk](mailto:PhilipThomas@monmouthshire.gov.uk)

**Closing Date: 12 noon on Friday 3<sup>rd</sup> February 2017.**

**Interviews to be held on the 15<sup>th</sup> February 2017**

**Please Note that we are not able to accept CV's**

**Application forms can be completed online or down loaded via:**

**[www.monmouthshire.gov.uk/how-to-apply-for-council-jobs](http://www.monmouthshire.gov.uk/how-to-apply-for-council-jobs)**

Applications may be submitted in Welsh, and that an application submitted in Welsh will not be treated less favourably than an application submitted in English.

Completed paper application forms should be returned to the following address:-

People Services, Monmouthshire County Council, PO BOX  
106, CALDICOT, NP26 9AN

Monmouthshire County Council is an equal opportunities employer and welcomes applications from all sections of the community.

All posts are open to job-share unless stated otherwise.

Monmouthshire County Council operates a Smoke Free Workplace policy.

## ROLE PROFILE

**ROLE TITLE:** Heritage Monitoring Officer  
PERMANENT:

**POST ID:** RDC 18

**GRADE:** BAND F-G SCP 23– SCP33\*

\*Career graded post, refer to personal specification for bar requirements. Bar at SCP29

**HOURS:** 37 Per Week

**LOCATION:** County Hall, Usk which may change in the future if the service location needs to relocate. Relocation or disturbance expenses will not be paid if this happens.

**RESPONSIBLE TO:** Amy Longford, Heritage Manager

### WELSH LANGUAGE ASSESSMENT:

Welsh language skills are not necessary.

### Development Management -.Who are we?

#### Our Purpose:-

To advise on, give permission for and ensure the best possible development

#### The Purpose of this Role:-

1. To monitor works on listed buildings and in conservation areas for compliance and take necessary action to rectify breaches.
2. To take necessary action to remove buildings from the Buildings at Risk register.
3. To process and evaluate applications for listed building consent.

#### Expectation, Outcomes and Responsibilities of this Role:-

Function	Main Duties
1. To monitor works on listed buildings and in conservation areas for compliance and take necessary action to rectify breaches.	<ol style="list-style-type: none"> <li>1. To monitor work being carried out on Listed Buildings.</li> <li>2. To investigate breaches of consents or conditions.</li> <li>3. To liaise with application case officers.</li> <li>4. To recommend on the expediency of taking enforcement action where a breach has occurred.</li> <li>5. To serve Listed Building Enforcement or other Notices as appropriate.</li> </ol>

<p>2. To take necessary action to remove buildings from the Buildings at Risk register.</p>	<p>1. To pursue matters on buildings identified on the Buildings at Risk register with the aim of securing the removal of the building from the register.</p>
<p>3. To monitor compliance with conditions of planning permissions relating to properties that require regular monitoring.</p>	<ol style="list-style-type: none"> <li>1. To maintain a database of properties where planning permissions have conditions that require regular monitoring.</li> <li>2. To monitor the properties on the database in accordance with an inspection regime.</li> <li>3. Process applications to discharge conditions.</li> </ol>
<p>4. To process, evaluate and determine applications for listed building consent and handle associated appeals</p>	<ol style="list-style-type: none"> <li>1. To determine whether applications are valid.</li> <li>2. To carry out consultations and publicity on applications.</li> <li>3. To evaluate less complex applications for listed building consent having regard to national planning policy relating to the built heritage, the Council's policies, and all relevant material considerations.</li> <li>4. To improve the quality of proposals through negotiations.</li> <li>5. To consider representations made by other parties on planning applications.</li> <li>6. To make recommendations on applications for listed building consent for determination in accordance with the Services' agreed standards and measures.</li> <li>7. To consider requests for amendments to decisions.</li> <li>8. To prepare statements on appeals and to represent the Council at Informal Hearings and Public Inquires.</li> <li>9. To work having regard to Systems review principles and to take part in task groups to initiate improvement in the Department.</li> </ol>
<p>5. To provide a service that meets the needs of its users.</p>	<ol style="list-style-type: none"> <li>1. To answer telephone calls within the targets set in the Section's objectives.</li> <li>2. To respond to letters within the targets set in the Section's objectives.</li> <li>3. To be an effective team Member and work with other departments across the Council as required</li> </ol>
<p>6. To contribute to meeting performance targets.</p>	<ol style="list-style-type: none"> <li>1. To advise complainants and developers of progress on and outcome of investigations within targets set out in the Section's objectives.</li> <li>2. To make recommendations on the expediency of taking enforcement action within the targets set in the Section's objectives.</li> </ol>

	3. To handle telephone calls and respond to correspondence within the targets set in the Section's objectives.
7. To abide by the principles and practice of equality of opportunity as laid down in the Council's Equal Opportunity Policy	1. To attend relevant training
8. To operate in a safe and diligent manner at all times, in line with all health, safety & welfare policies and guidelines in place.	1. To attend relevant training

**What else you need to know.....Monmouthshire Values are:**

Openness: We aspire to be open and honest to develop trusting relationships.

Fairness: We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.

Flexibility: We aspire to be flexible in our thinking and action to become an effective and efficient organisation.

Teamwork: We aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

And this role, will work with Monmouthshire to achieve these.

**In addition:**

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

The authority operates a Smoke Free Workplace Policy which all employees are required to abide to.

## Person Specification

**How will we know if you are the right person for the role? As the successful candidate you will have demonstrated:-**

1. Educated to Degree level or equivalent in a subject relevant to Building Conservation or be able to demonstrate an equivalent level of experience
2. An active interest, and knowledge of, building conservation, and planning issues.
3. An understanding of planning and listed building principles and processes.
4. Demonstrate an understanding of the listed building consent process and the principles of conservation of the built heritage.
5. Practical experience of IT applications such as GIS and word processing.
6. The ability to write clear and concise reports and letters.
7. Evidence of previous experience of being an effective team member.
8. Efficient and effective communication skills both written and verbal with experience of dealing courteously with the public (including irate and anxious callers) both face to face and by telephone.
9. Examples of working to tight deadlines meeting required performance standards.
10. A valid driving licence and access to a vehicle
10. The willingness to abide by the principles and practice of equality of opportunity as laid down in the Authority's Equal Opportunities Policy and a commitment to their effective implementation.
11. The willingness to operate in a safe and diligent manner at all times, in line with all Health, Safety & Welfare Policies and Guidelines in place.

### **Additional skills that must be demonstrated to move past SCP 29**

16. At least two years post qualification experience in a Conservation and evidence of continuing professional development
17. Proven ability to manage complex cases
18. Proven ability to present own cases, and effective and efficient statement preparation
19. Proven ability to present cases at informal hearings, Public Inquiries and in Court Proceedings

**Should you require any further information regarding this post, please contact:**

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**Closing Date: 12 noon on Friday 3<sup>rd</sup> February 2017 with interviews to be held on the 15<sup>th</sup> February 2017**

## HYSBYSEB SWYDD

**TEITL SWYDD:** Swyddog Monitro Treftadaeth  
PARHAOL

**CYFEIRNOD::** RDC 18

**GRADD:** BAND F-G SCP 25 – SCP 33\*

\*Swydd gradd gyrfu, gweler y fanyleb bersonol am ofynion bar. Bar ar SCP 29

**ORIAU:** 37 yr wythnos

**LLEOLIAD:** Neuadd y Sir, Brynbuga a all newid yn y dyfodol os oes angen i leoliad y gwasanaeth symud. Ni fyddir yn talu treuliau symud neu ymyrryd os yw hyn yn digwydd.

### **ASESIAD SGILIAU YN Y GYMRAEG:**

Nid oes angen sgiliau yn y Gymraeg.

### **DIBEN Y SWYDD:**

Mae gan Gyngor Sir Fynwy gyfle cyffrous ar gyfer swyddog cadwraeth proffesiynol gyda chymwysterau addas i ymuno â'r Tîm Treftadaeth yng Ngwasanaeth Cynllunio'r Cyngor. Mae'r Tîm Treftadaeth yn ymwneud â phob agwedd o'r amgylchedd hanesyddol o brosesu ceisiadau am Ganiatâd Adeilad Rhestredig a chynghori ar geisiadau cynllunio mewn ardaloedd hanesyddol bwysig, i weini hysbysiadau ffurfiol a rheoli'r Gofrestr Adeiladau mewn Risg.

Gan weithio'n uniongyrchol o fewn y Tîm Rheoli Datblygu, disgwylir i'r swyddog roi cyngor arbenigol ar faterion treftadaeth gan ganolbwyntio ar fonitro gwaith a wneir dan Ganiatâd Adeilad Rhestredig a gwneud unrhyw waith gorfodaeth sydd ei angen. Disgwylir i ddeiliad y swydd weithredu fel y prif swyddog achos ar gyfer monitro ac achosion gorfodaeth a disgwylir iddo/iddi gefnogi gwaith y tîm wrth reoli'r Gofrestr Adeiladau mewn Risg.

Bydd gan y swyddog gymhwyster proffesiynol i lefel gradd, mewn maes cysylltiedig â chadwraeth neu'n medru dangos lefel gyfwerth o brofiad o fewn yr amgylchedd hanesyddol.

**Os ydych angen unrhyw wybodaeth bellach am y swydd hon, cysylltwch os gwelwch yn dda â:**

Amy Longford, Rheolwr Treftadaeth ar 01633 644877 neu Phil Thomas, Rheolwr Gwasanaethau Datblygu ar 01633 644809.

[Amylongford@monmouthshire.gov.uk](mailto:Amylongford@monmouthshire.gov.uk) neu [PhilipThomas@monmouthshire.gov.uk](mailto:PhilipThomas@monmouthshire.gov.uk)

**Dyddiad cau: 12pm 3 Chwefror 2017 gyda chyfweiliadau i'w cynnal ar 15 Chwefror 2017**

**Gofynnir i chi nodi na allwn dderbyn CVs.**

**Gellir llenwi ffurflenni cais ar-lein neu eu lawrlwytho drwy:**  
<http://www.monmouthshire.gov.uk/how-to-apply-for-council-jobs/>

Gellir cyflwyno ceisiadau yn y Gymraeg ac ni chaiff cais a gyflwynir yn y Gymraeg ei drin yn llai ffafriol na chais a gyflwynir yn Saesneg.

Ar ôl eu llenwi, dylid dychwelyd ffurflenni cais ar-lein neu eu lawrlwytho drwy:  
Gwasanaethau Pobl, Cyngor Sir Fynwy, Blwch SP 106, CIL-Y-COED, NP26 9AN

Mae Cyngor Sir Fynwy yn gyflogwr cyfle cyfartal ac yn croesawu ceisiadau gan bob adran o'r gymuned.

Mae'r holl swyddi'n agored i'w rhannu os na nodir fel arall.

Mae Cyngor Sir Fynwy yn gweithredu polisi Gweithle Di-fwg.



## PROFFIL Y SWYDD

**TEITL SWYDD:** **Swyddog Monitro Treftadaeth  
PARHAOL**

**CYFEIRNOD:** **RDC 18**

**GRADD:** **BAND F-G SCP 25 – SCP 33\***

\*Swydd gradd gyrfu, gweler y fanyleb bersonol am ofynion bar. Bar ar SCP 29

**ORIAU:** 37 yr wythnos

**LLEOLIAD:** Neuadd y Sir, Brynbuga a all newid yn y dyfodol os oes angen i leoliad y gwasanaeth symud. Ni fyddir yn talu treuliau symud neu ymyrryd os yw hyn yn digwydd.

**CYFRIFOL I:** Amy Longford, Rheolwr Treftadaeth

### **ASESIAD SGILIAU YN Y GYMRAEG:**

Nid oes angen sgiliau yn y Gymraeg.

### **Rheoli Datblygu - Pwy ydym ni?**

#### **Ein Diben:**

Rhoi cyngor ar, rhoi caniatâd ar gyfer a sicrhau'r datblygiad gorau posibl.

#### **Diben y swydd hon:**

4. Monitro gwaith ar adeiladau rhestredig ac mewn ardaloedd cadwraeth ar gyfer cydymffurfiaeth a chymryd y camau angenrheidiol i unioni toriadau.
5. Cymryd camau angenrheidiol i dynnu adeiladau o'r gofrestr Adeiladau mewn Risg.
6. Prosesu a gwerthuso ceisiadau am ganiatâd adeilad rhestredig.

#### **Disgwyliadau, canlyniadau a chyfrifoldebau'r swydd:**

<b>Swyddogaeth</b>	<b>Prif Ddyletswyddau</b>
1. Monitro gwaith ar adeiladau rhestredig ac mewn adeiladau cadwraeth a chymryd camau gweithredu angenrheidiol i unioni toriadau.	6. Monitro gwaith a wneir ar adeiladau rhestredig. 7. Ymchwilio toriadau caniatâd neu amodau. 8. Cydlynu gyda swyddogion achos cais. 9. Argymhell ar briodoldeb cymryd camau gorfodaeth lle bu toriad. 10. Gweini hysbysiad Gorfodaeth Adeilad Rhestredig neu Hysbysiadau eraill fel sy'n briodol.
2. Cymryd y camau	2. Dilyn materion a ddynodwyd ar y gofrestr Adeiladau

angenrheidiol i dynnu adeiladau o'r gofrestr Adeiladau mewn Risg.	mewn Risg gyda'r nod o sicrhau tynnu adeilad o'r gofrestr.
3. Monitro cydymffurfiaeth gydag amodau caniatâd cynllunio yn cyfeirio at eiddo sydd angen eu monitro'n rheolaidd.	<ol style="list-style-type: none"> <li>5. Cadw cronfa ddata o eiddo lle mae gan ganiatâd cynllunio amodau sydd angen eu monitro'n rheolaidd.</li> <li>6. Monitro'r eiddo ar y gronfa ddata yn unol â'r drefn archwilio.</li> <li>7. Prosesu ceisiadau i ryddhau amodau.</li> </ol>
8. Prosesu, gwerthuso a phenderfynu ar geisiadau am ganiatâd adeilad rhestredig a thrin apeliadau cysylltiedig.	<ol style="list-style-type: none"> <li>1. Penderfynu os yw ceisiadau yn ddilys.</li> <li>2. Cynnal ymgynghoriadau a chyhoeddusrwydd ar geisiadau.</li> <li>3. Gwerthuso ceisiadau llai cymhleth am ganiatâd adeilad rhestredig gan roi ystyriaeth i bolisi cynllunio cenedlaethol yn ymwneud â'r dreftadaeth adeiledig, polisiau'r Cyngor a phob ystyriaeth sylweddol berthnasol.</li> <li>4. Gwella ansawdd cynigion drwy drafodaethau.</li> <li>5. Ystyried sylwadau gan bartïon eraill ar geisiadau cynllunio.</li> <li>6. Gwneud argymhellion ar geisiadau am ganiatâd adeilad rhestredig i'w penderfynu yn unol â safonau a mesurau a gytunwyd gan y gwasanaeth.</li> <li>7. Ystyried ceisiadau am ddiwygiadau i benderfyniadau.</li> <li>8. Paratoi datganiadau ar apeliadau a chynrychioli'r Cyngor mewn gwrandawiadau anffurfiol ac ymholiadau cyhoeddus.</li> <li>9. Gweithio gan roi ystyriaeth i egwyddorion adolygu systemau a chymryd rhan mewn grwpiau gorchwyl i ysgogi gwelliannau yn yr Adran.</li> </ol>
5. Darparu gwasanaeth sy'n cyflawni anghenion ei ddefnyddwyr.	<ol style="list-style-type: none"> <li>4. Ateb galwadau ffôn o fewn y targedau a nodir yn amcanion yr Adran.</li> <li>5. Ymateb i lythyrau o fewn y targedau a nodir yn amcanion yr Adran.</li> <li>6. Bod yn aelod effeithlon o'r tîm a gweithio gydag adrannau eraill o fewn y Cyngor fel sydd angen.</li> </ol>
6. Cyfrannu at gyflawni targedau perfformiad	<ol style="list-style-type: none"> <li>4. Cynghori achwynwyr a datblygwyr ar gynnydd a chanlyniad ymchwiliadau o fewn y targedau a nodir yn amcanion yr Adran.</li> <li>5. Gwneud argymhellion ar briodoldeb cymryd camau gorfodaeth o fewn y targedau a nodir yn amcanion yr Aran.</li> <li>6. Trin galwadau ffôn ac ymateb i ohebiaeth o fewn y targedau a nodir yn amcanion yr Adran.</li> </ol>
7. Cydymffurfio	1. Mynychu hyfforddiant perthnasol.



gydag egwyddorion ac ymarfer cyfle cyfartal fel y nodir ym mholisi Cyfle Cyfartal y Cyngor	
8. Gweithredu mewn modd diogel a diwyd ar bob amser, yn unol â'r holl bolisiâu a chanllawiau ar iechyd, diogelwch a llesiant.	1. Mynychu hyfforddiant perthnasol

### **Beth arall sydd angen i chi wybod.....Dyma Werthoedd Cyngor Fynwy:**

- Tryloywder: Anelwn fod yn agored ac onest er mwyn datblygu perthynas lle y mae pobl yn medru ymddiried yn ei gilydd.
- Tegwch: Anelwn gynnig dewis teg, cyfleoedd a phrofiad a dod yn fudiad lle y mae'r naill yn parchu'r llall.
- Hyblygrwydd: Anelwn fod yn hyblyg wrth feddwl a gweithredu er mwyn dod yn fudiad effeithiol ac effeithlon.
- Gwaith tîm: Anelwn weithio gyda'n gilydd er mwyn rhannu ein llwyddiannau a'n methiannau drwy adeiladu ar ein cryfderau a chefnogi ein gilydd er mwyn cyflawni ein hamcanion.

A bydd y rôl hon yn gweithio gyda Sir Fynwy er mwyn cyflawni hyn.

### **Yn ychwanegol at hyn:**

Mae pawb a gyflogir yn gyfrifol am sicrhau eu bod yn ymddwyn bob amser mewn ffordd sydd yn gyson â Pholisi Cyfle Cyfartal Sir Fynwy yn eu meysydd cyfrifoldeb eu hunain ac yn eu hymddygiad cyffredinol.

Mae'r awdurdod yn gweithredu Polisi Gweithle Di-fwg y mae'n ofynnol i bawb a gyflogir gydymffurfio ag ef.

## Manyleb Person

**Sut fyddwn ni'n gwybod os mai chi yw'r person cywir ar gyfer y swydd? Fel yr ymgeisydd llwyddiannus byddwch wedi dangos:-**

11. Addysg i lefel Gradd neu gyfwerth mewn pwnc perthnasol i Gadwraeth Adeiladu neu fedru dangos lefel cyfwerth o brofiad.
12. Diddordeb amlwg a gwybodaeth o gadwraeth adeiladu a materion cynllunio.
13. Dealltwriaeth o egwyddorion a phrosesau cynllunio ac adeiladau rhestredig.
14. Dangos dealltwriaeth o'r broses caniatâd adeilad rhestredig ac egwyddorion cadwraeth y dreftadaeth adeiledig.
15. Profiad ymarferol o raglenni technoleg gwybodaeth fel GIS a phrosesu geiriau.
16. Y gallu i ysgrifennu adroddiadau a llythyrau clir a chryno.
17. Tystiolaeth o brofiad blaenorol o fod yn aelod effeithlon o dîm.
18. Sgiliau cyfathrebu effeithiol ac effeithlon yn ysgrifenedig ac yn llafar gyda phrofiad o ddelio'n gwrtais gyda'r cyhoedd (yn cynnwys galwyr dig a phryderus) wyneb i wyneb a thros y ffôn.
19. Enghreifftiau o weithio i amserlenni tyn gan gyflawni safonau perfformiad gofynnol.
20. Trwydded yrru ddilys a mynediad i gerbyd.
21. Parodrwydd i gydymffurfio gydag egwyddorion ac ymarfer cyfle cyfartal fel y nodir ym mholisi cyfle cyfartal yr Awdurdod ac ymrwymiad i'w gweithredu'n effeithlon.
22. Parodrwydd i weithredu mewn modd diogel a diwyd bob amser, yn unol â'r holl bolisiau a chanllawiau iechyd, diogelwch a llesiant.

### **Sgiliau ychwanegol sy'n rhaid eu dangos i symud tu hwnt i SCP 29**

13. O leiaf ddwy flynedd o brofiad ar ôl cymhwyso mewn Cadwraeth a thystiolaeth o ddatblygiad proffesiynol parhaus.
14. Gallu amlwg i drin achosion cymhleth.
15. Gallu amlwg i gyflwyno eich achosion eich hun a pharatoi datganiadau effeithlon ac effeithiol.
16. Gallu amlwg i gyflwyno achosion mewn gwrandawriadau anffurfiol, ymholiadau cyhoeddus a thrafodion llys.

**Os ydych angen unrhyw wybodaeth bellach am y swydd hon, cysylltwch os gwelwch yn dda â:**

Amy Longford, Rheolwr Treftadaeth ar 01633 644877 neu Phil Thomas, Rheolwr Gwasanaethau Datblygu ar 01633 644809.

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**Dyddiad cau: 12pm 3 Chwefror 2017 gyda chyfweiliadau i'w cynnal ar 15 Chwefror 2017**