

# Role Profile

## Part A - Grade & Structure Information

<b>Job Family Code</b>	<b>6RT</b>	<b>Role Title</b>	<b>Historic Environment Record Assistant</b>
<b>Grade</b>	PS6	<b>Reports to (role title)</b>	<b>Historic Environment Record Officer</b>
		<b>Directorate</b>	<b>Environment &amp; Infrastructure</b>
<b>JE Band</b>	192-227	<b>Service</b>	<b>Planning</b>
		<b>Team</b>	<b>Heritage Conservation</b>
		<b>Date Role Profile was created</b>	<b>May-17</b>

## Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

<b>Role Purpose</b> including key outputs	<p>To support the work of the Heritage Conservation Team (HCT) through the provision of specialist clerical assistance to the various Archaeological, Historic Buildings and Historic Environment Record (HER) Officers of the HCT.</p> <p>To gather supporting information for planning consultation enquiries &amp; process outgoing enquiries concerning developments likely to have an impact upon archaeological sites and/or historic buildings in the HER: collate, interpret &amp; disseminate information regarding archaeological work using the County HER; provide timely written and verbal information in response to commercial search requests. Also process the backlog of archaeological HER data as well as targeted database enhancement, computerised data input, and act as a first point of contact for members of the public, professional archaeologists, and commercial clients. Assist in managing HER volunteers and co-ordination of the HER volunteer programme through all stages of the project lifecycle from identification to monitoring of the resulting work, to ensure that the HER is up to date and accurate. This will include training, supervision, and mentoring of individual volunteers. Undertake and promote Heritage Conservation outreach work and the development of web-based access.</p>
<b>Work Context</b>	<p>Surrey's Heritage Conservation Team provides a range of heritage-related planning advice, maintains and develops a comprehensive historic environment record, develops heritage policy and supports community projects.</p> <p>The team sits within the Environment and Infrastructure directorate which includes Planning and Development, Countryside, Transport Development Planning, Highways and Minerals and Waste.</p> <p>The team is based at County Hall, and also maintains an office at the</p>

	<p>Surrey History Centre based in Woking.</p> <p>Surrey Heritage Conservation Team delivers the following activities:</p> <ul style="list-style-type: none"> <li>• Providing strategic leadership on heritage issues within the county, including leading the county Historic Environment Group, providing advice and guidance to planners and being a centre of excellence on issues of key heritage importance for the county;</li> <li>• Being a knowledge base on Surrey's past and a skilled workforce of salaried and volunteer staff;</li> <li>• Direct delivery of front line services (Historic Environment Record, commercial advisory services, learning, archaeology, policy and project-based community liaison);</li> <li>• Enabling and participating in partnership working with other authorities and the voluntary sector to record, protect, manage and use heritage assets;</li> <li>• Administration of the Surrey Historic Buildings Trust.</li> </ul>
<b>Line management responsibility</b> if applicable	None
<b>Budget responsibility</b> if applicable	None
<b>Representative Accountabilities</b> Typical accountabilities in roles at this level in this job family	<p>Planning &amp; Organising</p> <ul style="list-style-type: none"> <li>• Support senior colleagues to deliver initiatives and projects as required.</li> <li>• Deliver a range of administrative and/or customer services in support of existing systems or processes to agreed standards, to maximise service quality and continuity.</li> </ul> <p>Policy and Compliance</p> <ul style="list-style-type: none"> <li>• Adhere to established standards of service delivery to support any associated regulatory or technical compliance requirements.</li> </ul> <p>People &amp; partnerships</p> <ul style="list-style-type: none"> <li>• Receive and respond to everyday enquiries from colleagues and customers to provide a timely, courteous and effective service.</li> <li>• May be required to assist in the recruitment, selection and supervision processes to ensure high standards of team delivery.</li> </ul> <p>Resources</p> <ul style="list-style-type: none"> <li>• May be required to raise invoices and manage payments.</li> </ul>

	<p>Analysis, Reporting &amp; Documentation</p> <ul style="list-style-type: none"> <li>• Provide and manipulate data for statistical purposes and run and present standard reports.</li> <li>• Assist in undertaking research and analysis of information and prepare reports in prescribed formats.</li> <li>• Prepare and dispatch a range of correspondence/ documents to ensure efficient response to enquiries and timely conclusion of any process connected with the defined area of activity.</li> </ul> <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality &amp; Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety &amp; Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.</p>
<p><b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b></p>	<ul style="list-style-type: none"> <li>• Minimum 5 GCSEs at Grade C or above, or equivalent, or able to evidence ability at an equivalent level.</li> <li>• Willingness to undertake professional/vocational study where appropriate.</li> <li>• Basic understanding of the relevant area of work.</li> <li>• Good written and oral communication skills with the ability to build sound relationships with customers.</li> <li>• Good IT skills including database management systems, email and MS Office .</li> <li>• Ability to work with others to improve customer service.</li> <li>• Good administrative, analytical and organisational skills.</li> <li>• Able to prioritise and plan own workload in the context of conflicting priorities and work on own initiative.</li> <li>• A methodical approach to information gathering, recording and reporting.</li> <li>• Typically previous relevant work experience in an environment supporting staff and/or public.</li> </ul>

<p><b>Details of the specific qualifications and/or experience if required for the role in line with the above description</b></p>	<p>Degree in, and/or evidence of further study in, archaeology, history or a related discipline: Detailed and up to date knowledge of the British archaeological and historic environment: An ability to meaningfully synthesise and prioritise data relating to the archaeological and historic environment: Knowledge of the structure and content of HERs: Experience of using Geographical information Systems. Experience of work in a team context preferably in an archaeological or heritage-related environment. Willingness to undertake sporadic out-of-hours work</p>
<p><b>Role Summary</b></p>	<p>Roles at this level typically work as part of a team to provide technical support and assistance within a given discipline and assist senior colleagues with their duties. They will carry out a range of technical administrative support or practical tasks using knowledge of general office routines and procedures, together with a broad understanding of the specific work of the service area. The work is within established processes and procedures and while it may not be subject to direct supervision, guidance is readily available. They will be expected to organise their own workload and set their own priorities within short, e.g. day-to-day or week-to-week timescales, usually reacting to clear deadlines or processes. They support more senior staff by executing the detailed processes in specific aspects of the service area and will be fully versed in all the procedures of their specialism.</p>