

Standard

L4: Assistant Historic Environment Adviser

UOS reference number

ST0749

Trailblazer reference number

TB0221

Title of occupation

Assistant Historic Environment Adviser

Trailblazer name

Historic Environment

Core and options

No

Resubmission

Yes

Feedback from the Institute for Apprenticeships on previous submission

From the description provided it was unclear if this was largely a business administration occupation which has a small amount of historic environment duties required. As the group are submitting further roles at a higher level it would be advisable to see the suite of occupations together to establish where the occupation is.

Level of occupation

Level 4

Route

Agriculture, Environmental and Animal Care

Typical duration of apprenticeship

30-36 months

Target date for approval

15 February 2019

Occupational profile

Summary

This occupation is found in the Cultural Heritage, Historic Environment, Engineering, Construction, Design, Planning, Local Government, Education and Tourism sectors. The broad purpose of the occupation is to provide technical, research and logistical support to Historic Environment professionals working with heritage assets in the planning and development process, and on the legal and policy frameworks for their protection. Examples of heritage assets include historic buildings, places, landscapes, townscapes, monuments, the historic marine environment, archaeological sites and deposits of heritage interest, registered parks,

gardens and battlefields. Legislation or policy frameworks may be international, national or local, and include (but are not limited to) the Planning (Listed Buildings and Conservation Areas) Act 1990, Ancient Monuments and Archaeological Areas Act 1979, National Planning Policy Framework, Protection of Wrecks Act 1973, Town and Country Planning (Environmental Impact Assessment) Regulations 2017, Ecclesiastical Exemption Order 2010. In their daily work, an employee in this occupation interacts with a range of clients, colleagues and stakeholders in the public, private and third sectors, within organisations of any size. The Historic Environment Advice Assistant is typically office based but duties also include site visits, outdoor working and attendance at meetings with stakeholders, clients or colleagues. An employee in this occupation will be responsible for researching, investigating, analysing and reporting upon aspects of the historic environment in order to inform advice and recommendations on change, protection, maintenance, interpretation, conservation or restoration. Their work supports the evaluation of the significance of the historic environment, assessment of its condition, and its sensitivity to change. Where necessary, they are required to present arguments clearly and effectively based on their analysis. They also assist with the design and help monitor the implementation and compliance of programmes of work relating to heritage assets. The Historic Environment Advice Assistant will typically be expected to work independently conducting research and preparing documentation but will be not be responsible for providing advice and recommendations to clients or the public without the supervision of senior colleagues.

Typical job titles

Typical job titles include Heritage at Risk Projects Officer; Built Heritage Assistant; Listing Coordinator; Designation Coordinator; Assistant Conservation Officer; Assistant Heritage Consultant; Assistant Historic Environment Officer; Assistant Historic Buildings Officer; Associate Heritage Consultant; Assistant Archaeological Advisor; Assistant Historic Environment Record Officer; Heritage Assistant; Listing Assistant; Designation Assistant; Assistant Heritage Officer; Assistant Heritage Consultant; Assistant Conservation & Design Officer.

Duty	Criteria for measuring performance	Knowledge	Skills	Behaviours
Research and compile information on the historic environment through desk based or site-based investigations, using site inspections, online resources and archive research, e.g. using National Monuments Record, National Heritage List, Historic Environment Records etc.	Work must be accurate and meet industry standards and relevant professional body guidelines and codes of practice (those issued by the Chartered Institute of Building (CIOB), Institute of Historic Building Conservation (IHBC), Royal Town Planning Institute (RTPI), Chartered Institute for Archaeologists (CIfA)).	<ul style="list-style-type: none"> • K1: How to respond to client or public requests and organisational requirements e.g. requests for advice from owners of Listing Buildings, or requests for record information about Listed Buildings from colleagues • K2: Knowledge of stakeholder communication methods and strategies and how to maintain honest and constructive relationships. • K3: The requirements for projects, including timescales, deadlines, cost implications, and identifying milestones/targets. • K4: Heritage policies, frameworks, strategies, and best practice Standards for historic building conservation and archaeological work e.g. National Planning Policy Framework (NPPF), Historic England: Conservation Principles, Policies and Guidance for the sustainable management of the Historic Environment, DCMS: Principles of selection for listing buildings 	<ul style="list-style-type: none"> • S3: Demonstrate time management skills, prioritise workload, work under pressure and be able to meet critical deadlines. • S4: Write reports, specifications and briefs for projects that are complex and non-routine but well defined, e.g. Written Schemes of Investigation, Conservation Management Plans, listing and designation advice, desk-based assessments. • S5: Interpret technical information and documents on the historic environment, e.g architectural plans, design and access statements, listed building consent orders. • S9: Apply relevant historic environment sector standards to check and review work • S10: Identify, compile and process data on the historic environment • S11: Review and maintain records on the historic environment in accordance with relevant standards 	<ul style="list-style-type: none"> • B1: Take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions at work • B2: focus and pay attention to detail • B3: Ability to problem-solve and negotiate • B4: Commit to quality and their continuous professional development • B5: Work effectively individually and as part of a team • B6: Be approachable and able to communicate with all levels of their own and other organisations, as well as the general public • B7: Be sensitive to and aware of the significance of the historic environment, and the needs of its stakeholders, being conscious of integrity, honesty and professional ethical requirements

Duty	Criteria for measuring performance	Knowledge	Skills	Behaviours
		<ul style="list-style-type: none"> • K5: Where and how to find the relevant statutory legislation and other guidance concerning change in the historic environment, e.g. Planning (Listed Buildings and Conservation Areas) Act 1990, Ancient Monuments and Archaeological Areas Act 1979, National Planning Policy Framework, Protection of Wrecks Act 1973, Town and Country Planning (Environmental Impact Assessment) Regulations 2017, Ecclesiastical Exemption Order 2010 • K6: The Historic Environment conservation principles (BS7913) and other published criteria for assessment and design. • K7: The fundamentals of archaeological, landscape or architectural history and building practice and chronology, including a broad understanding and recognition of archaeological site or building types, styles, technologies, materials and periods. • K8: The wider context of the historic environment, and the roles and responsibilities of statutory authorities, heritage organisations of all types and specialists, e.g. public, private and third sector organisations, subject specialist networks 		

Duty	Criteria for measuring performance	Knowledge	Skills	Behaviours
		<ul style="list-style-type: none"> • K9: Documentation used in the identification, management, design or recording of the Historic Environment, e.g. assessments of significance, Local Development Plans, listing and designation statements, desk-based assessments, Historic Environment Records. • K11: Their employer's health and safety policy and procedures and operational procedures and how those relate to industry standards, and the fundamentals of relevant Health and Safety legislation and construction site Health & Safety. • K12: Their role in the context of the project which they are working, what is required of them, and the implications of the project on the wider context of the historic environment. The limits of their own understanding, abilities and responsibilities, and how to practice within them. The ethical requirements of the relevant professional body. 		

Duty	Criteria for measuring performance	Knowledge	Skills	Behaviours
Apply the relevant legislation and policy to historic environment projects, casework or applications, within broad but generally well-defined parameters, e.g. BS7913 (Guide to Conservation of Historic Buildings), Planning (Listed Buildings and Conservation Areas) Act 1990, Ancient Monuments and Archaeological Areas Act 1979, National Planning Policy Framework (NPPF), Historic England: Conservation Principles, Policies and Guidance for the sustainable management of the Historic Environment, DCMS: Principles of selection for listing buildings)	Work must be accurate, comply with relevant legislation and statutory principles, and meet industry standards and professional body guidelines and codes of practice (CIOB, IHBC, RTPI, CIfA).	<ul style="list-style-type: none"> • K1 • K2 • K3 • K4 • K5 • K6 • K7 • K8 • K9 • K10: Compliance processes for the historic environment, including heritage at risk and enforcement. • K11 • K12 • K13: Knowledge of learning and self-development opportunities within the sector and how to develop a personal action plan. 	<ul style="list-style-type: none"> • S2: Coordinate and administer casework and projects, manage projects for clients or organisations including using systems and processes specific to the historic environment sector. • S3 • S4 • S6: Link, contextualise and apply legislation, policy, standards and guidance to projects, e.g. Planning (Listed Buildings and Conservation Areas) Act 1990, Ancient Monuments and Archaeological Areas Act 1979, National Planning Policy Framework, Protection of Wrecks Act 1973, Town and Country Planning (Environmental Impact Assessment) Regulations 2017, Ecclesiastical Exemption Order 2010 • S9 • S14: Be responsible for mapping and working to data standards, carrying out information reviews or technical investigation on the historic environment. 	<ul style="list-style-type: none"> • B1 • B2 • B3 • B4 • B5 • B6 • B7
Assess the condition of the historic environment within broad but generally well-defined parameters, based on understanding of principles of conservation in the historic environment. For example assessing the extent and rate of deterioration of part of the fabric of a listed building or an archaeological site.	Work must be accurate, comply with relevant legislation and statutory principles, and meet industry standards and relevant professional body guidelines and codes of practice (CIOB, IHBC, RTPI, CIfA).	<ul style="list-style-type: none"> • K1 • K2 • K3 • K4 • K5 • K6 • K7 • K8 • K9 • K10 • K11 • K12 • K13 	<ul style="list-style-type: none"> • S4 • S5 • S7: Assess and describe the condition of the historic environment, e.g conducting evaluation visits, desk-based assessment, assessments of significance • S8: Problem solve and evaluate proposals for change and gauge appropriateness of proposed actions 	<ul style="list-style-type: none"> • B1 • B2 • B3 • B4 • B5 • B6 • B7

Duty	Criteria for measuring performance	Knowledge	Skills	Behaviours
Design, develop or determine the impact of applications and proposals for change to the historic environment e.g. alterations or repairs to a listed building or its demolition, or development-led changes to an archaeological site or Conservation Area.	Work must be accurate, comply with relevant legislation and statutory principles, and meet industry standards and relevant professional body guidelines and codes of practice (CIOB, IHBC, RTPI, CIfA).	<ul style="list-style-type: none"> • K1 • K2 • K3 • K4 • K5 • K6 • K7 • K8 • K9 • K10 • K11 • K12 • K13 	<ul style="list-style-type: none"> • S2 • S4 • S5 • S6 • S8 • S9 • S12: Exercise appropriate judgement and decision making, escalating to/involving others when dealing with complex queries or sensitive cases 	<ul style="list-style-type: none"> • B1 • B2 • B3 • B4 • B5 • B6 • B7
Identify risks to the historic environment, constraints and opportunities (such as regeneration, adaptive reuse). For example the impact of development, risks of adverse weather conditions to historic fabric, or deterioration of historic sites through a lack of intervention/neglect.	Work must be accurate, comply with relevant legislation and statutory principles, and meet industry standards and relevant professional body guidelines and codes of practice (CIOB, IHBC, RTPI, CIfA).	<ul style="list-style-type: none"> • K1 • K2 • K3 • K4 • K5 • K6 • K7 • K8 • K9 • K10 • K11 • K12 • K13 	<ul style="list-style-type: none"> • S4 • S5 • S6 • S7 • S8 • S9 	<ul style="list-style-type: none"> • B1 • B2 • B3 • B4 • B5 • B6 • B7
Produce and evaluate documentation supporting the management of change of the historic environment. For example this could involve producing, assessing or updating conservation management plans, statements of significance, identifying where specialist skills may be required and commissioning specialist services.	Work must be accurate, comply with relevant legislation and statutory principles, and meet industry standards and relevant professional body guidelines and codes of practice (CIOB, IHBC, RTPI, CIfA).	<ul style="list-style-type: none"> • K1 • K2 • K3 • K4 • K5 • K6 • K7 • K8 • K9 • K10 • K11 • K12 • K13 	<ul style="list-style-type: none"> • S2 • S3 • S4 • S5 • S6 • S7 • S8 • S9 • S10 • S11 	<ul style="list-style-type: none"> • B1 • B2 • B3 • B4 • B5 • B6 • B7

Duty	Criteria for measuring performance	Knowledge	Skills	Behaviours
Interpret design documentation that relates to change in the historic environment, this may involve reviewing graphical material including building and engineering drawings.	Work must be accurate, comply with relevant legislation and statutory principles, and meet industry standards and relevant professional body guidelines and codes of practice (CIOB, IHBC, RTPI, CIfA).	<ul style="list-style-type: none"> • K1 • K2 • K3 • K4 • K5 • K6 • K7 • K8 • K9 • K10 • K12 • K13 	<ul style="list-style-type: none"> • S2 • S4 • S5 • S6 • S8 • S9 • S12 • S14 	<ul style="list-style-type: none"> • B1 • B2 • B3 • B4 • B5 • B6 • B7
Provide technical advice, recommendations, or consultation responses related to the historic environment to stakeholders, within broad but generally well-defined parameters, such as providing technical advice on the protection, maintenance, interpretation, conservation or restoration of an archaeological site, listed building, or registered park or garden.	Work must be accurate, comply with relevant legislation and statutory principles, and meet industry standards and relevant professional body guidelines and codes of practice (CIOB, IHBC, RTPI, CIfA). Work must also meet client expectations and criteria includes customer feedback.	<ul style="list-style-type: none"> • K1 • K2 • K3 • K4 • K5 • K6 • K7 • K8 • K9 • K10 • K11 • K12 • K13 	<ul style="list-style-type: none"> • S4 • S5 • S6 • S7 • S8 • S9 • S12 • S14 	<ul style="list-style-type: none"> • B1 • B2 • B3 • B4 • B5 • B6 • B7
Monitor the implementation of investigation or work programmes and statutory compliance concerning the historic environment in well-defined circumstances, e.g. checking that conservation work has been carried out to an acceptable standard, monitoring planning conditions where they relate to Written Schemes of Investigation, monitoring grant awards, or checking listed building consent conditions have been met.	Work must be accurate, comply with relevant legislation and statutory principles, and meet industry standards and relevant professional body guidelines and codes of practice (CIOB, IHBC, RTPI, CIfA). Work must also meet client expectations and criteria includes customer feedback.	<ul style="list-style-type: none"> • K1 • K2 • K3 • K4 • K5 • K6 • K7 • K8 • K9 • K10 • K11 • K12 • K13 	<ul style="list-style-type: none"> • S1: Work as part of a team and communicate effectively with colleagues, clients and stakeholders • S2 • S4 • S5 • S6 • S7 • S9 • S12 • S14 	<ul style="list-style-type: none"> • B1 • B2 • B3 • B4 • B5 • B6 • B7

Duty	Criteria for measuring performance	Knowledge	Skills	Behaviours
Demonstrate public benefit of the historic environment, presenting arguments clearly and effectively and conducting the public dissemination of information about the historic environment. For example demonstrating how a historic site or conservation area can contribute to a sense of civic pride and improve well-being, improve local employment and economic growth.	Work must be accurate, comply with relevant legislation and statutory principles, and meet industry standards and relevant professional body guidelines and codes of practice (CIOB, IHBC, RTPI, CIfA). Work must also meet client expectations and criteria includes customer feedback.	<ul style="list-style-type: none"> • K1 • K2 • K3 • K4 • K5 • K6 • K7 • K8 • K9 • K12 	<ul style="list-style-type: none"> • S1 • S4 • S10 • S13: Recognise the potential for work in the historic environment to deliver public benefit, identify opportunities for research and to deliver new knowledge for society 	<ul style="list-style-type: none"> • B1 • B2 • B3 • B4 • B5 • B6 • B7
Raise awareness, appreciation and understanding of the historic environment, and promote good conservation practice, through an understanding of historic environment principles, policies and guidance	Work must be accurate and meet industry standards and statutory principles, and relevant professional body guidelines and codes of practice (CIOB, IHBC, RTPI, CIfA). Work must also meet client expectations and criteria includes customer feedback.	<ul style="list-style-type: none"> • K1 • K2 • K3 • K4 • K5 • K6 • K7 • K8 • K9 • K12 	<ul style="list-style-type: none"> • S1 • S4 • S13 	<ul style="list-style-type: none"> • B1 • B2 • B3 • B4 • B5 • B6 • B7
Assist with the design of technical briefs and specifications for carrying out or procuring a range of historic environment products and services	Work must be accurate, comply with relevant legislation and statutory principles, and meet industry standards and relevant professional body guidelines and codes of practice (CIOB, IHBC, RTPI, CIfA).	<ul style="list-style-type: none"> • K1 • K2 • K3 • K4 • K5 • K6 • K7 • K8 • K9 • K10 • K11 • K12 • K13 	<ul style="list-style-type: none"> • S4 • S5 • S6 • S12 • S14 	<ul style="list-style-type: none"> • B1 • B2 • B3 • B4 • B5 • B6 • B7

Duty	Criteria for measuring performance	Knowledge	Skills	Behaviours
Manage and catalogue data recovered from research or investigation on the historic environment, this includes use of GIS and map-based database systems, such as the National Heritage List, Historic Environment Records, National Monuments Record etc.	Work must be accurate and meet industry standards and statutory principles, and relevant professional body guidelines and codes of practice (CIOB, IHBC, RTPI, Cifa).	<ul style="list-style-type: none"> • K1 • K2 • K3 • K4 • K7 • K8 • K9 • K10 • K11 • K12 	<ul style="list-style-type: none"> • S3 • S4 • S5 • S14 	<ul style="list-style-type: none"> • B1 • B2 • B3 • B4 • B5 • B6 • B7

Duty	Training requirement	Method of delivery	Provider type	OTJ days
Research and compile information on the historic environment through desk based or site-based investigations, using site inspections, online resources and archive research, e.g. using National Monuments Record, National Heritage List, Historic Environment Records etc.				10
Apply the relevant legislation and policy to historic environment projects, casework or applications, within broad but generally well-defined parameters, e.g. BS7913 (Guide to Conservation of Historic Buildings), Planning (Listed Buildings and Conservation Areas) Act 1990, Ancient Monuments and Archaeological Areas Act 1979, National Planning Policy Framework (NPPF), Historic England: Conservation Principles, Policies and Guidance for the sustainable management of the Historic Environment, DCMS: Principles of selection for listing buildings)				10
Assess the condition of the historic environment within broad but generally well-defined parameters, based on understanding of principles of conservation in the historic environment. For example assessing the extent and rate of deterioration of part of the fabric of a listed building or an archaeological site.				10
Design, develop or determine the impact of applications and proposals for change to the historic environment e.g. alterations or repairs to a listed building or its demolition, or development-led changes to an archaeological site or Conservation Area.				8
Identify risks to the historic environment, constraints and opportunities (such as regeneration, adaptive reuse). For example the impact of development, risks of adverse weather conditions to historic fabric, or deterioration of historic sites through a lack of intervention/neglect.				8

Duty	Training requirement	Method of delivery	Provider type	OTJ days
Produce and evaluate documentation supporting the management of change of the historic environment. For example this could involve producing, assessing or updating conservation management plans, statements of significance, identifying where specialist skills may be required and commissioning specialist services.				8
Interpret design documentation that relates to change in the historic environment, this may involve reviewing graphical material including building and engineering drawings.				6
Provide technical advice, recommendations, or consultation responses related to the historic environment to stakeholders, within broad but generally well-defined parameters, such as providing technical advice on the protection, maintenance, interpretation, conservation or restoration of an archaeological site, listed building, or registered park or garden.				6
Monitor the implementation of investigation or work programmes and statutory compliance concerning the historic environment in well-defined circumstances, e.g. checking that conservation work has been carried out to an acceptable standard, monitoring planning conditions where they relate to Written Schemes of Investigation, monitoring grant awards, or checking listed building consent conditions have been met.				6
Demonstrate public benefit of the historic environment, presenting arguments clearly and effectively and conducting the public dissemination of information about the historic environment. For example demonstrating how a historic site or conservation area can contribute to a sense of civic pride and improve well-being, improve local employment and economic growth.				6

Example training specification (continued)

Duty	Training requirement	Method of delivery	Provider type	OTJ days
Raise awareness, appreciation and understanding of the historic environment, and promote good conservation practice, through an understanding of historic environment principles, policies and guidance				4
Assist with the design of technical briefs and specifications for carrying out or procuring a range of historic environment products and services				2
Manage and catalogue data recovered from research or investigation on the historic environment, this includes use of GIS and map-based database systems, such as the National Heritage List, Historic Environment Records, National Monuments Record etc.				4

Entry requirements

While any entry requirements will be a matter for individual employers, typically an apprentice might be expected to have already achieved five 9-4 (previously A* to C) GCSEs on entry.

Professional recognition

Professional body	Level
Chartered Institute for Archaeologists	Practitioner
Chartered Institute for Building	Registered
Royal Town Planning Institute	Affiliate

Trailblazer membership details

Chair

Liz Long (Historic England)

Facilitator

Jenni Butterworth (Drakon Heritage and Conservation)

Employer members

Name	Employer
Adam Thompson	University of Salford
Anne Dodd	Oxford Archaeology
Bill Moffatt	Essex Archaeology
Brian Kerr	Historic England
Gill Campbell	Historic England/NHSM
Hester Cooper-Reade	Albion Archaeology
Jane Richardson	ASWYAS
Louise Rayner	UCL
Natasha Powers	Allen Archaeology
Pete Thompson	Archaeology Warwickshire
Sadie Watson	Museum of London Archaeology
Sam Turner	University of Newcastle
Simon Cox	Cotswold Archaeology
Stephen Haynes	Arup
Zoe Horn	ASWYAS

Other members

Name	Employer
Anna Welch	CIFA
Chris Gaffney	University of Bradford
Geraint Coles	University of Wales TSD
Kate Geary	CIFA
Kate Welham	UK Arch
Katie Hemer	University of Sheffield
Rachel Pope	University of Liverpool