

## **HLF/IFA Workplace Learning Bursary funded training placement**

### **In Integrated Heritage Management (Trainee Heritage Officer)**

#### **With the Brecon Beacons National Park Authority (BBNPA)**

## **Training Plan**

### **Introduction**

This document sets out the background to the placement, its desired outcomes and the skills it offers set against the National Occupational Standards in Archaeological Practice.

This placement is primarily focused on developing skills in required for the integrated management of the historic environment within a National Park, including archaeological remains and historic buildings. . As such, the successful candidate will learn the generalist skills in the management of the historic environment required to operate as a Heritage Officer within a National Park. However the placement holder will also be equipped with the skills necessary to work effectively in a integrated, multi-disciplinary team, by being offered unique insight into the wider work of BBNPA and how the management of the National Park's Heritage Assets is integrated into the wider work and duties Authority. The placement will also provide many transferable skills such as report writing, communication and negotiation skills, volunteer management, stakeholder management and the ability to work collaboratively with partner organisations to achieve common objectives.

Over the year, the placement holder will acquire the following key skills:

- **Heritage management** - including the ability to manage the historic environment in a sustainable, integrated and multidisciplinary manner, taking into account the many values and significances that heritage assets may embody. The development and implementation of historic environment strategy and policy. The ability to characterise, interpret and assess the condition of heritage assets, including historic buildings and archaeological remains. The ability to contribute to and produce conservation management plans for heritage assets, and understanding how heritage assets can be used to stimulate sustainable development.
- **Data and information management** - including the ability to compile and maintain information on the material remains of the past, and how to respond to requests for such information.
- **Provision of advice**- including the ability to provide advice on the conservation of the historic environment to a wide range of stakeholders, including in the planning process.
- **Collaborative working**- including the ability to work collaboratively with partner organisations to achieve common objectives.

- **Heritage interpretation and outreach** - including organising and delivering heritage interpretation and outreach and educational events and helping to develop new and diverse audiences for heritage.
- **IT and software skills** - including the ability to use specialist IT software for heritage management purpose, including GIS, UNIFORM and HER software
- **Transferable skills** - including report writing; stakeholder management, working with and managing volunteers and communication and negotiation skills.

### **Supporting staff**

The trainee will work under the line management of the Head of Strategy, Heritage and Policy, and under the supervision of the, Heritage Officer (Archaeology) and Senior Heritage Officer (Listed Buildings). The trainee will receive supervision from other specialist staff as and when required, including the Interpretation Officer, the Geopark Officer and Volunteer Coordinator. The trainee will receive additional mentoring from the Head of Planning and the Planning Technician (Policy) will act as the trainee's peer support.

Members of staff at the local Archaeological Trusts will also contribute to the workplace learning and training of the placement holder through partnership and collaborative working with BBNPA. Staff at Clwyd-Powys Archaeological Trust will provide an introduction to the Welsh Archaeological Trusts and additional opportunities to work with one of the regional Historic Environment Records. There will be opportunities to work in partnership with staff at Dyfed Archaeological Trust on the joint DAT/BBNPA/Black Mountain Centre/National Museum of Wales CALCH project to record, celebrate and repair the remains of the lime industry at Herbert's Quarry on the Black Mountain. There will also be opportunities to work in partnership with staff at Glamorgan-Gwent Archaeological Trust on the development of a community heritage project with communities in the south of the National Park.

### **Outcomes**

At the end of the 12 month bursary the trainee will be able to:

1. Manage the historic environment in a sustainable, integrated and multidisciplinary manner.
2. Balance the many values and significances heritage assets can embody in decision making.
3. Work collaboratively with partners to achieve common aims and objectives.
4. Use specialist IT software for heritage management purposes, including GIS and HER software.
5. Characterise and interpret heritage assets, including archaeological remains and historic buildings.

6. Conduct assessments of the condition of heritage assets, including archaeological remains and historic buildings.
7. Classify, compile and maintain information on the material remains of the past, and provide such information to a wide range of stakeholders, particularly through the HER.
8. Provide advice on the conservation the historic environment to a wide range of stakeholders, including in the planning process.
9. Develop and implement conservation management plans for heritage assets.
10. Organise and deliver outreach, education and interpretative events, and to develop new and diverse audience for heritage.
11. Work confidently with and manage volunteers.
12. Have a good understanding of how heritage assets can be used to stimulate sustainable development of local businesses and communities.
13. Have a good understanding of how to develop and implement historic environment policy and strategy.
14. Be confident in liaising with a wide range of people, including other heritage professionals, landowners, property owners, farmers, agents and members of the public.

## Activities

Proposed learning goals	National Occupational Standards (NOSs) to be met	Learning activities and tasks	Who will support the bursary holder with this goal?
1. Learn how to contribute to Health and Safety in the workplace.	AJ10	<ul style="list-style-type: none"> <li>• Attending BBNP health and safety induction and training session.</li> <li>• Learn how to undertake and implement risk assessments</li> </ul>	(HR Manager)
2. Learn how to manage the historic environment sustainably to conserve and enhance its heritage values and significance.	AE1; AC2; AC3; AE2	Assist in the creation of integrated conservation management plans to conserve the heritage assets on National Park owned sites and land by: <ul style="list-style-type: none"> <li>• establishing the heritage assets on the land;</li> <li>• characterising the heritage resource and establishing its condition through desk-based research and non-intrusive survey;</li> <li>• evaluating the options and making recommendations for the management of the heritage assets.</li> </ul>	Heritage Officer (Archaeology) and Senior Heritage Officer (listed buildings).
3. Learn how to manage the historic environment in an integrated and holistic way, balancing the many values and significances it embodies, using a multi-disciplinary approach.	AE1; AE2	Assist in the creation of integrated conservation management plans to conserve the heritage assets on National Park owned sites and land by: <ul style="list-style-type: none"> <li>• helping to establish and characterise other interests, significances and values</li> <li>• balancing all the interest, values and significances evaluating the options and making recommendations for the integrated management of the heritage values alongside other</li> </ul>	Heritage Officer (Archaeology) and Senior Heritage Officer (listed buildings). andThe Countryside Team (includes ecologists, geologists, the wardens etc.)

		<p>considerations.</p> <ul style="list-style-type: none"> <li>Engaging and managing the many stakeholders and their interests.</li> </ul>	
4. Learn how to work closely in partnership and collaboration with other specialist colleagues within BBNPA, with other organisations in the historic environment sector and across sectors and disciplines.	AK2; AK3	<ul style="list-style-type: none"> <li>Consulting with other specialist colleagues in the production of conservation management plans to assets on National Park owned sites and land.</li> <li>Assisting in establishing and managing a Heritage Forum for BBNP, contributing the collaboration and partnership working, sharing best practice and broadening public opportunities to understands the rich heritage of BBNP.</li> </ul>	Heritage Officer (Archaeology) and Senior Heritage Officer (listed buildings). and Head of strategy, heritage and policy; The Countryside Team; Member Champion; Archaeological Trusts.
5. Learn how to develop policies and guidance for the historic environment in BBNP.	AA1	<ul style="list-style-type: none"> <li>Assist in the development of BBNP's Historic Environment Strategy and Action Plan.</li> </ul>	Heritage Officer (Archaeology) and Senior Heritage Officer (listed buildings). and Head of strategy, heritage and policy; Policy Planning Team. Member Champion
6. Learn how to devise an interpretation, outreach and learning strategy for the historic environment of BBNP.	AH1;	<ul style="list-style-type: none"> <li>Assist in the development of a strategy for the interpretation of BBNP's historic environment, and heritage outreach and education as part of the development of BBNP's Historic Environment Strategy and Action Plan.</li> </ul>	Heritage Officer (Archaeology) and Senior Heritage Officer (listed buildings). Interpretation Officer; Education Officer.
7. Learn how to input, and analyse spatial data and mapping using GIS software.	AD1	<ul style="list-style-type: none"> <li>Create; use, manipulate and analyse spatial data using GIS programmes including MapInfo, including the production of scaled maps and plans.</li> </ul>	Heritage Officer (Archaeology) and Senior Heritage Officer (listed buildings). GIS Technician;

8. Learn how to develop and implements conservation management plans for heritage assets.	AE4; AE2; and potentially AH2	<ul style="list-style-type: none"> <li>Assist in the creation of integrated conservation management plans to conserve the heritage assets on National Park owned sites and land</li> <li>Help to implement the management recommendations for each site</li> </ul>	Heritage Officer (Archaeology) and Senior Heritage Officer (listed buildings).
9. Learn how to characterise and assess the condition of heritage assets, including archaeological remains and historic buildings.	AE1; AE2	<ul style="list-style-type: none"> <li>Assist with and contribute to BBNP Buildings at Risk Register</li> <li>Learn how to conduct condition assessments of archaeological remains</li> </ul>	Heritage Officer (Archaeology) and Senior Heritage Officer (listed buildings).
10. Learn how to organise outreach and interpretative events, and to develop and engage diverse audiences with BBNP's heritage.	AH2; AH3; AH4	<ul style="list-style-type: none"> <li>Assist in the planning and delivery of interpretative events and activities (walks, talks, visits etc) including a heritage day; events for the Festival of British Archaeology; for the Fforest Fawr Geopark Festival; for Open Doors etc.</li> <li>Assist in the production of interpretative and education material to promote understanding of BBNP's historic environment, including web content; leaflets; interpretation panels etc.</li> </ul>	Heritage Officer (Archaeology) and Senior Heritage Officer (listed buildings). Interpretation Officer; Education Officer; DAT, GGAT.
11. Learn how to provide information and advice on the conservation the historic environment to a wide range of stakeholders.	AE1; AE2	<ul style="list-style-type: none"> <li>Assist the historic environment specialists in providing practical advice on heritage conservation to members of the public; land and property owners; other colleagues within BBNA.</li> </ul>	Heritage Officer (Archaeology) and Senior Heritage Officer (listed buildings).
12. Learn how to classify, compile and maintain data on the material remains of the past.	AF3	<ul style="list-style-type: none"> <li>Using, updating and enhancing the HER for sites within BBNP</li> <li>Visits to the regional Welsh Archaeological Trusts that maintain the regional HERs that make up the HER for BBNP, in order to receiving training</li> </ul>	Heritage Officer (Archaeology) CPAT.

		and gain an understanding of how the HER is produced and managed.	
13. Learn how to provide information on the material remains of the past to others.	AF4	<ul style="list-style-type: none"> <li>Using the BBNP HER to respond to requests for information from members of the public and BBNP staff and volunteers.</li> <li>Visits to the regional Welsh Archaeological Trusts that maintain the regional HERs that make up the HER for BBNP, in order to receiving training and gain an understanding of how the HER Officer responds to public requests for information.</li> </ul>	Heritage Officer (Archaeology) CPAT.

### Training Elements and Allocated Timings

The post will be one year in length, over a period of 227 days made up as follows: 260 working days less, 21 days annual leave, 10 bank holidays and 2 statutory days.

Training is grouped under the main elements with reference to the Learning Goals (LG) listed in the table above.

### Schedule

LG1. Induction, Health and Safety and Familiarisation	3 days
LG2. Heritage management; sustainable management of the historic environment to conserve and enhance its heritage values and significance	50 days
LG3. Integrated approach to heritage management; how to manage the historic environment in an integrated and holistic way, balancing the many values and significances it embodies, using a multi-disciplinary approach.	30 days
LG4. Positive approach to partnership and collaborative working; learning how to work closely in partnership and collaboration with other specialist colleagues within BBNPA, with other organisations in the historic environment sector and across sectors and disciplines, in pursuit of common aims and objectives.	15 days
LG5 & 6. Policy and strategy development; learn how to and assist in the	30 days

development policies and guidance for the historic environment in BBNP, including for interpretation, outreach and learning relating to the historic environment, as well as for conservation and management of the historic environment.

LG7. Training in use and manipulation spatial data; learning how to input, and analyse spatial data and mapping using GIS software.	10 days
LG8. Producing management plans; developing and implement conservation management plans for heritage assets.	15 days
LG9. Heritage asset characterisation and condition assessment.	20 days
LG10. Heritage Interpretation and outreach; assisting in organising and delivering events and activities and in the production of interpretive and educational materials.	10 days
LG11. Providing information and advice on historic environment conservation.	20 days
LG12 & 13. Information and data management; compiling and updating BBNP historic environment records, data sets and HER, and providing such information to others.	10 days
Additional training	14 days
<b>TOTAL</b>	<b>227 Days</b>

### **Schedule Details**

#### **LG1. Induction, Health and Safety and Familiarisation 3 days**

##### **Staff Induction**

This will consist of an official welcome by the HR Manager; the induction presentation including an introduction to the organisation, health and safety training, flexi time entitlement and leave entitlement; a introductory walk round the building for familiarisation and staff introductions etc.. The trainee will also be provided with an Induction Pack (which includes information relating to the National Park, the National Park Authority, staff members, health and safety, emergency procedures etc.) and provided with their own Personal Development Portfolio.

The trainee will then be taken by the HR Manager to their work station where the placement supervisors will be waiting and will take the trainee through the work of BBNPA's historic environment service. Once the trainee has settled in there will be an opportunity for them to discuss their own aspirations for the placement and review the training plan with line manager and training supervisors.



A welcome and induction will be extended by the Chief Executive within a few weeks of the trainee taking post, providing background to the National Park and the role of the National Park Authority. The trainee will also be taken on a tour of the National Park by one of the Area Wardens, in order to familiarise themselves with the National Park and its key sites.

**LG2. Heritage management**

**50 days**

The trainee will learn how to manage the historic environment sustainably to conserve and enhance its heritage values and significance through familiarisation with the appropriate policy, guidance and legislation at the heart of heritage management and the heritage assets in BBNP; helping to establish the heritage assets on BBNPA owned land; the heritage values and significances of these assets; helping to characterise the heritage resource and its condition through desk-based research and non-intrusive survey; and evaluating the options and making recommendations for the management of the heritage assets.

**LG3. Integrated approach to heritage management**

**30 days**

The trainee will learn how to manage the historic environment in an integrated and holistic way, balancing the many values and significances it embodies, using a multi-disciplinary approach by working with and consult colleagues in other departments at BBNPA when producing management plans and recommendations for heritage assets, to ensure that all interests, significances and values heritage assets can embody are taken into account, balancing all the interests, values and significances when evaluating the options and making recommendations for the integrated management of the heritage values alongside other considerations.

**LG4. Positive approach to partnership and collaborative working**

**15 days**

The trainee will learn how to work closely in partnership and collaboration with other specialist colleagues within BBNPA, with other organisations in the historic environment sector and across sectors and disciplines, in pursuit of common aims and objectives by working in partnership with colleagues and external organisations on collaborative projects including CALCH (a community archaeology project focused on the lime workings of the Black Mountain), on the maintenance of and access to the HER, and on the Romans in Carmarthenshire project. The trainee will also gain insight into collaborative and partnership working by attending relevant working groups and meeting with the National Park's Heritage Officers.

**LG5 & 6. Policy and strategy development**

**30 days**

The trainee will learn how to develop historic environment policies and strategy by assisting the Heritage Officers in the development, production and implementation of a complete historic environment strategy and associated action plan for BBNP, including heritage management, conservation, enhancement, interpretation, outreach and education.

**LG7. GIS and spatial data training**

**10 days**

BBNP Heritage Officers, with the assistance of the GIS Technician will introduce the Trainee to MapInfo GIS, and how to use, manipulate, analyse and map spatial data within GIS for heritage management purposes. These skills will then be put into practice to facilitate a variety of the Trainee's tasks across the placement year.

**LG8. Producing management plans**

**15 days**

The trainee will assist other BBNP colleagues in reviewing previous and existing management plans, and the development and implementation of conservation management plans for heritage asset on BBNP owned land.

**LG9. Heritage asset characterisation and condition assessment 20 days**

The Heritage Officers will provide training in how to characterise and assess the condition of heritage assets, both historic buildings and archaeological remains, through the National Park's Building at Risk Register and the development a monitoring framework and survey programme for archaeological remains within BBNP.

**LG10. Heritage interpretation and outreach 10 days**

The trainee will learn how to organise and deliver interpretative events and activities, include for Festival of British Archaeology; for the Fforest Fawr Geopark Festival; for Open Doors, for National Parks week etc. by helping the Heritage Officers, Interpretation Officer, Education Officers (and external partners) in the development and delivery of such events. In working with the Interpretation Officer on the Romans in Carmarthenshire Project (a CADW funded heritage tourism project to tell the Roman conquest and settlement story in the western area of the National Park's history) the trainee will learn how to produce interpretative and education material to engage diverse audiences with heritage. The trainee will also be able to assist the Heritage Officers with reviewing and updating the heritage elements of BBNPA's website in order to promote access and understanding of BBNP's heritage assets engage a wider audience.

**LG11. Providing information and advice 20 days**

The trainee will learn how to provide information and advice on the conservation of the historic environment, including historic buildings and archaeological remains, to members of the public and internal colleagues by shadowing the Heritage Officers, in providing a variety of advice, including planning advice.

**LG12 & 13. Information and data management 10 days**

The trainee will receive training from the Heritage Officers on the importance of good data management and compiling, updating and maintaining data on material remains of the past in relation to the databases and datasets held by BBNPA, and how to use such datasets to respond to requests for information on the material remains of the past from colleagues and members of the public. The trainee will receive training on the use of the HER for compiling, updating and maintaining data on material remains of the past; the uses of the HER and responding to HER enquiries to provide information on the material remains of the past.

**Other Training 14 days**

Through working with the Heritage Officers and the Volunteer Co-ordinator, and working with and alongside volunteers in many aspects of BBNPA's work, the trainee will learn how to confidently work with and manage volunteers. Working alongside the Heritage Officers, the Sustainable Tourism Team and the Geopark Officer on existing and developing projects the trainee will gain an understanding of how heritage assets can be used to stimulate sustainable development of local businesses and communities.