

JOB DESCRIPTION

Job title	<i>Senior Urban Design Officer</i>
Reports to	<i>Planning Manager (Development Control)</i>
Direct reports	<i>None</i>
Grade	<i>Grade 9 (SCP 25 – 28) – subject to job evaluation</i>
Salary range	<i>£39,053 – £43,361</i>

Job purpose

- 1.1 To provide an efficient and effective urban design advice service and take a leading role in the provision of urban design advice to the Development Management and Planning Policy teams; as well as offering urban design expertise to other Council led project teams, as required.
- 1.2 To specifically provide urban design advice on:-
 - planning and related applications, including, inter alia, pre-application consultations; design statements; planning, design and development briefs; post-application submissions and amendments,
 - supplementary design guidance; supplementary planning documents,
 - planning and design policy,
 - capital, grant-aid and other projects.
- 1.3 To assume responsibility for managing all aspects of the day to day delivery of urban design advice.

Duties and responsibilities

The post-holder must, at all times, carry out their duties and responsibilities to comply with the policies, Standing Orders, Financial Regulations, Employee Code of Conduct, procedures and Constitution of the employer.

- 2.1 To represent the local planning authorities at internal and external meetings as required.
- 2.2 To deal with the general public by letter, telephone, e-mail and in person in accordance with good customer care practice.
- 2.3 To create and maintain good working relationships conducive to effective performance.
- 2.4 To produce reports, documents, briefing papers, promotional publications, and to give presentations on urban design issues as required to internal and external meetings, including formal council meetings.

2.5 To co-ordinate and provide information for public consultation exercises, promotional events and initiatives, in relation to urban design issues.

2.6 Planning and Related Applications

- (a) Provide design and policy advice in relation to planning applications, including attending meetings at pre-application, application, and post-application stages as necessary.
- (b) Negotiate with relevant parties on development proposals to secure the design and sustainability objectives of the local planning authority.
- (c) Critically assess on design statements, planning, design and development briefs.
- (d) Prepare evidence and appear at hearings and inquiries, acting as the local planning authorities' expert witness on urban design issues in relation to planning and other related appeals.

2.7 Supplementary Design Guidance: Supplementary Planning Documents

- (a) To produce design frameworks and character statements for specific sites or character areas.
- (b) To prepare design statements; planning, design or development briefs; for specific sites, in consultation with, as necessary, land owners, developers, other council departments, other local authorities and agencies.
- (c) To prepare supplementary planning documents, design advice notes, and other design statements supporting policies of the adopted development plan.

2.8 Planning and Design Policy

- (a) To assist in the preparation, monitoring and review of development plan documents or local plans, in respect of urban design issues, and to advise on the need for new or revised policies as appropriate.
- (b) To advise on plans and guidance produced by other authorities and agencies at local, county, regional and national levels as necessary.
- (c) To present evidence on design and related issues at relevant local plan inquiries and/or development plan document examinations by an independent inspector.

- (d) To advise on the implications of relevant new legislation, government guidance, strategic policy, research and best practice reports.
- (e) To assist in the monitoring of planning policies and development, and to support the local planning authorities' urban design champions.

2.9 Capital, Grant-Aid and Other Projects

- (a) To advise on urban design issues in relation to capital projects being carried out by the Council, including new buildings, urban landscaping, pedestrianisation and environmental improvement.
- (b) To advise on urban design issues in respect of projects to achieve environmental or economic improvement through provision of grant-aid to others.
- (c) To advise on urban design issues in respect of conservation area projects and improvement plans as requested.
- (d) To advise on the urban design implications of any other projects that the Council are involved in.

2.10 To carry out any other duties commensurate with the post.

Working conditions

A full UK driving licence and own car is required to work in this post, which may include infrequent evening / weekend work, working outdoors and at times working with challenging clients.

Physical requirements

The work involved in meeting the requirements of this post should not be physically demanding.

Corporate Duties and Responsibilities

To familiarise yourself with the principles of, and key Council documents and policies relating to:

- Health and Safety at Work.
- Equality and Diversity.
- Data Protection (Employees must at all times abide by the principles of the UK GDPR, Data Protection Act and Council policy and guidance)
- Customer Service.
- Community Safety (Section 17 of the Crime and Disorder Act requires the Authority and individual employees to consider how community safety can be improved when the functions of the Authority are exercised).

- Safeguarding Vulnerable Adults
- Child Protection Policy.
- Risk Management.

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be subject to review (on an annual basis).

Any other duties commensurate with the grade as determined by management.

Any job description provided to you by the Council will not form part of your contract of employment.

Approved by:	Sarah Kay
Date approved:	June 2022
Reviewed:	N/A

PERSON SPECIFICATION

Post Title: Senior Urban Design Officer	Section: Planning (Development Control)
Directorate: Development	

Essential Requirements	Desirable Requirements
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Knowledge	AM		AM
<ul style="list-style-type: none"> Working knowledge of the principles of urban design, of building design in both urban and rural settings, landscape and townscape design, environmental impact assessment, sustainability in building design and BREEAM; Knowledge and understanding of building components, typologies and the relationship of development to public space and infrastructure. 	a & i	<ul style="list-style-type: none"> Demonstrable knowledge of the implementation of urban design schemes; Demonstrable knowledge of management systems and project management techniques. 	a & i
Qualifications			
<ul style="list-style-type: none"> A degree in a design or planning related subject; and A post-graduate qualification / diploma in urban design. 	a, i & c	<ul style="list-style-type: none"> A masters degree in urban design; Membership of one or more related design / environmental bodies inc. the Royal Town Planning Institute, the Royal Institute of British Architects, the Institute of Historic Building Control and / or the Landscape Institute. 	a, i & c
Experience			
<ul style="list-style-type: none"> At least two years practical experience as an urban designer in local or national government or private practice, with previous experience in a local government planning department an advantage. 	a & i	<ul style="list-style-type: none"> Proven practical experience of working in local government planning service in urban design; Proven practical experience in the management, training or supervision of staff; 	a & i

		<ul style="list-style-type: none"> Proven practical experience of budgetary control. 	
Skills / Other Requirements:			
<ul style="list-style-type: none"> I.T literacy in order to produce reports, documents, briefing papers, promotional publications, and to give presentations on urban design issues as required to internal and external meetings, inc. formal council meetings; Effective negotiation skills and good inter-personal and customer care skills in order to deal with internal and external customers; Excellent communication skills inc. the ability to readily draw and sketch urban design solutions to inform non-designers; Good interpersonal and customer care skills; Own transport / full driving license (although alternative arrangements may be agreed with applicants with a relevant disability). 	a & i	<ul style="list-style-type: none"> Proficiency in the use of Adobe Creative Suite (including Photoshop, Illustrator and Indesign), Sketchup, AutoCAD, ArcGIS or similar. 	a & i

Key to Assessment Methods (AM); (a) application form, (i) interview, (p) presentation, certificate check (c) (o) others

Equality Act 2010 - The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. In accordance with the Equality Act, candidates will be asked if they have any specific requirements relating to the selections process. Schedule 9 Part 1.1(1) of the Equality Act also permits targeted recruitment on grounds of Genuine Occupational Requirement.

Approved by:	Sarah Kay – Planning Manager (Development Control)
Date approved:	June 2022
Reviewed:	N/A