

<b>Job Family:</b>	<b>Delivery – Front Line – Process knowledge</b>	<b>Grade:</b>	<b>8</b>
<b>Job Title:</b>	<b>Principal Urban Design Officer</b>	<b>Directorate:</b>	<b>Environment, Housing and Regeneration</b>
<b>Date:</b>	<b>22<sup>nd</sup> November 2018</b>	<b>Version:</b>	<b>1:1</b>

#### **Role Profile - Details Specific to Job Family**

This role is regarded as a “front line” service delivery role. Here, role holders are directly accountable for performance, often through the direct control of significant resources or through managed contracts. These roles may also deliver some of their results through collaborative working with co-producers or other third party agencies.

At the lower levels, operational managers may oversee a department or team and at the lowest levels, direct contact with service users will be a common feature of roles in this job family. At the higher levels, they may be in charge of a department, large operational area or the management of significant contracts and may be ultimately accountable for ensuring compliance with statutory obligations.

#### **Role Profile - Details Specific to Grade**

Working within established frameworks and procedures but with the freedom to apply professional judgement to solve problems. The role will be a mix of supervisor and individual contributor. Work will be reviewed on an ongoing basis for fit with requirements.

The role requires a level of process expertise to deliver an advisory or supervisory service.

#### **Brief Description of job role and department**

To provide expert design and heritage advice to Development Management officers when determining a range of planning applications and pre-applications at all stages of the planning process. The role requires bespoke urban design guidance to the Strategic Planning team including advice on masterplans and policy development. To provide a consistent and effective urban design service regarding all design-related matters to Development Management, as well as the Strategic Planning Team, whilst ensuring effective liaison across departments, with Members as well as with the public.

#### **Representative accountabilities**

- Deliver service activities and manage caseloads with some supervision from more experienced staff to ensure the intended outcomes for customers and the Council are delivered within agreed service standards.
- Where relevant, manage a small team of staff to ensure they deliver services within agreed standards.

#### **Budgetary accountabilities**

N/A

**Specific accountabilities**

- To provide specialist written urban design advice on a variety of development proposals including, but not limited to, small residential schemes, major or strategic development proposals, development relating to Historic Buildings and within Conservation Areas, mixed use schemes, Green Belt and agricultural land.
- To process and assess planning applications when required.
- To provide bespoke urban design advice to the Strategic Planning officers during policy formulation, site allocation, policies map formulation, master planning and site designation.
- To provide specialist advice to Council officers and applicants, including at pre-application stage, in order to negotiate acceptable solutions to urban design issues.
- To provide bespoke written comments on Design and Access Statements as required.
- To attend meetings with planning staff; other officers of the Council; Members of the Council; developers; applicants and agents at the Council's offices or on site as appropriate.
- To attend the Planning Committee in order to provide expert advice on Urban Design and Listed Building matters as required.
- To provide expert advice on the drafting of Enforcement Notices in relation to unauthorised works to Listed Buildings.
- To prepare appeal statements for Written Representation Appeals, Local Hearings and Public Inquiries and to represent the Council at Planning Appeal Hearings and Public Inquiries as an expert witness on Urban Design and Listed Building matters as required.
- Undertake other comparable duties as required by the Planning Manager and Head of Development Management and Strategic Planning.

**Person specification (knowledge, skills, experience and behaviours required in the role)**

- Educated to degree-level or equivalent experience in planning, architecture, landscape architecture, urban design or building conservation.
- Experience in providing urban design advice on a variety of development proposals including, but not limited to, small residential schemes, major or strategic development proposals, development relating to Historic Buildings and within Conservation Areas, mixed use schemes, Green Belt and agricultural land.
- Experience in providing bespoke urban design advice to formulate Development Plan Documents, Supplementary Plan Documents or other planning policy documents. Experience in providing urban design advice on complex Masterplans in a variety of urban environments.
- Experiencing of working with elected members in a politically sensitive environment. Experience in delivering high quality briefings and presentations to senior officers, elected members, key stakeholders and members of the public.
- The ability to work co-operatively with colleagues and stakeholders to provide urban design solutions to complex and contentious issues. Experience in leading negotiation at the pre-application stage of the planning process.
- A thorough knowledge of current legislation, best practice and Government guidance in relation to urban design and/or historic building matters.
- The ability to prioritise competing workloads and prioritise deadlines. The ability to organise and manage projects using initiative and creativity.
- Excellent oral and written skills.

To be aware of and perform the duties of the role in accordance with all Council policies and procedures including:

- [Health and Safety](#);
- [Risk Management](#);
- [Finance](#) (including code of conduct, fraud and compliance);
- [Equalities and Diversity](#);
- The Council's [Core Behaviours](#);
- [Information Security](#) and the [Data Protection Act](#);
- The Council's Core Values and other Borough and Group policies and procedures;
- Undertake duties consistent with responsibilities of the post as required by the designated line manager/supervisor.
- The post holder should hold a full UK driving licence