Senior Urban Design Officer

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| **Job Title** | **Senior Urban Design Officer** |
| **Service Area** | **Planning Policy** |
| **Grade** | **Grade 5 - 6** |

| **Reporting to** | **Responsible for** |
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| Principal Design and Conservation Officer | None |

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| **Role Purpose** |
| To provide specialist design and placemaking advice to GBC Development Management colleagues, statutory undertakers, developers, landowners, councillors, and members of the public, and to promote high standards of design throughout the borough. |

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| **Senior Planning Officer – Main Duties** |
| * To deliver timely, high quality, customer focused specialist design and placemaking advice for a wide range of planning applications, key development projects and other related matters. * To represent the Borough at pre and post application meetings with developers, their architects and agents, and to negotiate with all parties to ensure a high standard of development. * To assist with the preparation of urban design guidance, design policy, planning briefs and masterplans for major development sites within the borough (graphic, written and verbal). * To contribute to the preparation of the Local Development Framework documents, Supplementary Planning Documents, planning and development briefs within the Council’s functions relating to Urban Design. * To attend meetings of the Council as may be required, including public meetings and consultation events. * To represent the Council at Public Inquiries and Informal Hearings as the Council’s expert witness on such matters arising from the work of the service. * To contribute to the Council’s Corporate Plan in conjunction with the Conservation and Design team leader. * To promote and champion urban design to the wider public generally. * Participate in training and briefing sessions (internally and externally) as required and maintain a record of professional development undertaken. |

**Person specification**

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| This section describes the knowledge, experience and competence required by the post-holder that is necessary for an acceptable standard of performance in carrying out this role. | | |
|  | **Assessment method (A, I, T or P)\*** | **Essential/ desirable** |
| **Qualifications** |  |  |
| Degree or diploma in Urban Design, Town Planning, Landscape Architecture, Architecture or other design based discipline. | A | Essential |
| Membership of the RTPI or other equivalent professional body. | A | Desirable |
| **Knowledge Skills and experience** |  |  |
| In-depth technical knowledge and understanding of urban design and planning policies and related legislation. | A/I/T | Essential |
| Working successfully within a multi-disciplinary team and ability to work in partnership with other internal services and external bodies to deliver effective co-ordinated service. | A/I | Essential |
| Proven negotiation skills | I | Essential |
| Effective time management and ability to work under pressure | A/I | Essential |
| Experience of preparing development briefs, design briefs and other types of guidance | A/I | Desirable |
| Demonstrable experience of negotiating with developers on design or landscape matters in relation to development proposals. | A/I | Essential |
| Good communication skills – verbal, written and listening | A/I | Essential |
| Ability to use different forms of IT and software to carry out and manage work including sketch-up and In-Design | A/I | Essential |
| Experience within local government planning and development management functions | A/I | Desirable |
| Experience of appointing and management of consultants | I/P | Desirable |
| Hearing and /or Public Inquiry witness experience | A/I | Desirable |
| **Special requirements (e.g. working hours, driving licence etc)** |  |  |
| Vehicle owner with full driving license | A | Essential |
| Ability to work out-side office hours if required. | A | Essential |
| Please note that the criteria specified on this form will be used as guidance when short-listing all applications and again at interview. Please ensure you provide evidence within your application giving examples, where appropriate, as to how you meet the specified requirement for the job.  \*Assessment criteria A = Application form; I = Interview; T = Skills based test; P = Presentation | | |

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| **Equal Opportunities**  a) To promote equality of opportunity in employment and service provision and eliminate unlawful discrimination.  b) To recognise that people have different abilities to contribute to the Council’s goals and performance and to take necessary action to give everyone a chance to contribute and compete on equal terms. |
| **Business Continuity**  In the event that an incident has occurred which disrupts the Council's ability to deliver its critical functions, to undertake duties within your competencies in other departments and/or at other locations. |
| **Data Protection**  To ensure that data quality and integrity is maintained, and that data is processed in accordance with Council policy, the Data Protection Act, the Freedom of Information Act, and other legislation. |

| **Special Requirements** | |
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| **Emergency Planning** | This post will be, on occasions, required to take part in the Council’s emergency planning training, and may be called upon in the case of such an emergency. Where necessary this will include unsociable hours. |
| **Election Duties** | This post will, on occasion and with reasonable notice, be expected to assist with election duties as required and this will include working unsociable hours.  A separate payment for election duties will be made as determined by the regional Elections Committee. |

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| **Standard Terms** | 1. To comply with appropriate legislation, service and council policies. |
| 2. All employees have responsibility under the Health and Safety at Work, etc. Act 1974. These responsibilities are laid out in the Council’s health and safety policy and procedures. |
| 3. To support and be committed to the Council’s policy on safeguarding and promoting the welfare of vulnerable groups including, young children and adults and expects all staff and volunteers to share this commitment. |
| 4. To support the Council’s equalities and diversity policies. |
| 5. To operate within the Council’s IT policies and data protection rules and regulations. |
| 1. To operate within the Council’s financial regulations. |
| 1. Manage budgets and resources ensuring that they are deployed effectively with robust internal controls and compliance with relevant regulations, policies and guidelines. |
| 1. To participate in internal committees and departmental working parties to ensure continuous improvement as required. |
| 1. Any other reasonable duties as may be required from time to time |