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| JOB TITLE: | Urban Design Officer |
| DEPARTMENT: | Built Environment |
| POST NUMBER: | 903 |
| GRADE: | Scale 5 |
| ACCOUNTABLE TO: | Historic Environment Team Leader |
| LOCATION: | City Offices, Colebrook Street, Winchester With regular site visits around the Winchester District |
| POST OBJECTIVE | The promotion of good design and to take the leading role in providing planning and urban design advice and training for the Council and to support the Historic Environment Team Leader and Service Lead – Built Environment in the delivery of an efficient and customer focused development management service. |

PRIMARY TASK

To provide urban design advice to officers in relation to planning applications, particularly in relation to major development proposals, input into major corporate projects and the production of design briefs and other design documents and to take a leading and proactive role in the training of officers, members and other interest groups

SPECIFIC TASKS:

Provide urban design advice, including producing graphic material as appropriate, for officers in relation to preliminary enquiries, planning applications and appeals including representing the Council at hearings and public inquiries especially in relation to major development proposals.

Carry out pre-application discussions and negotiations with applicants, developers and their agents.

Provide well informed and well-reasoned advice to Members and to the Planning Committee on urban design issues.

To input into and support major corporate projects and site development, in particular Central Winchester Regeneration, working closely with the Council's policy and projects team.

To provide client advice to the New Homes team, inputting into the development of proposal for Council delivered housing schemes.

To organise and contribute to the training of officers, Members, and other interest groups in relation to urban design.

To be responsible for the effective operation of the Design Review Panel.

To produce and where appropriate commission and manage design briefs, design codes and master plans for the Council.

To be the Council's representative on external working groups where an urban design input is required.

Carry out any other duties as defined from time to time by the Service Lead – Built Environment and the Historic Environment Team Leader

Work collaboratively with colleagues across the council to support the delivery of the corporate strategy and annual divisional business plan.

Health and Safety

Every employee while at work has a duty to take reasonable care of their own health and safety and that of other persons who may be affected by his/her acts or omissions at work - Health and Safety at Work Act 1974.

Equality

Winchester City Council bases its employment practices on the concept of equal opportunity. As an equal opportunity employer the Council opposes all forms of discrimination or unfair treatment on the grounds of gender, marital status, race, colour, nationality, national origin, ethnic origin, religious belief, sexual orientation, disability or age. No employee or job applicant will be disadvantaged by any condition or requirement which cannot be shown to be justifiable.

Safeguarding

Winchester City Council has a responsibility to safeguard and promote the welfare of children and vulnerable adults. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

Signed.....

Dated.....

JOB TITLE **Urban Design Officer** **POST NUMBER:** **903**
DEPARTMENT: **Built Environment** **DATE:** **December 2025**

| Requirements | | Weighting | Assessment Method |
|---------------------------|--|---|---|
| Skills | Communication (verbal and written), including use of plain English Presentation skills IT – spreadsheets, databases, word processing Legislation/research, ability to absorb complicated information, attention to detail, generalist Drawing and design skills Negotiation Full driving license | 3 3 3 3 3 3 | A/I A A/I A/I A/I Q |
| Experience | Experience of urban design work Experience of presenting to committees and/or public meetings Up to date knowledge of planning practice, legislation, historic building conservation and landscape conservation good practice | 3 3 2 | A/I A/I A/I |
| Personal Qualities | Diplomatic / tactful Positive “can do” attitude Organised (able to manage a busy workload) Flexible Strong Interpersonal skills Motivated Able to work positively under pressure Able to work on own initiative Credibility with Councilors, Parish Councils and other groups | 3 3 3 3 3 3 3 3 2 | I/R I I/R I/R I/A/R I/A/R I/A/R I/A/R I/R |
| Specific Job Requirements | Site visits are a routine part of the job – must be willing / able to: a) travel around the district in own car b) undertake site visits and building inspections including climbing ladders and negotiating scaffolding, Working @ Heights Must be able to meet the travel requirements of the post | 3 3 3 | A/I A/I Q |
| Qualifications | Degree or post graduate qualification or equivalent in urban design/planning/architecture/landscape architecture Membership (or working towards) of an appropriate design and or conservation body (RTPI, RIBA or IHBC) | 3 1 | A/Q A/Q |

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| <i>Weighting</i> | <i>3 – Essential for the successful performance of the job</i> |
| | <i>2 – Desirable but can be achieved through on the job training or experience</i> |
| | <i>1 – Useful but not essential for successful performance of the job</i> |
| <i>Assessment</i> | |
| <i>Application Form</i> | <i>A</i> |
| <i>References</i> | <i>R</i> |
| <i>Interview</i> | <i>I</i> |
| <i>Presentation</i> | <i>P</i> |
| <i>Tests</i> | <i>T</i> |
| <i>Evidence of Qualifications</i> | <i>Q</i> |