

# ROLE PROFILE

Human Resources and Organisational Development



## Role Profile

Job Title	Urban Designer	Job No. (Office Use)	B43a	Grade/Grade range (for career grades)	H, I
Directorate	Place		Department	Planning	
Section			Team	Various	
Reports to (Job Title)	Team Leader		Competency Job Type	Professional	
Suitable for Job Share (Y/N)	Yes		If No state reason		
Location	Ballard House		Shift Pattern		
CRB check required	No				

<b>Job Purpose</b>	<p>To provide professional urban design work in support of the delivery of a high quality city and a customer focused service, including supporting or acting as lead officer in:</p> <ul style="list-style-type: none"><li>▪ The delivery of masterplans and design guidance as part of the planning and regeneration process, and to help deliver complex and strategically important development proposals</li><li>▪ The assessment of urban and landscape character and quality, and the provision of design advice, to ensure that planning and other decisions are well informed and deliver a quality city</li><li>▪ The development of local planning policy and neighbourhood plans</li><li>▪ The determination of planning applications where design is a major factor</li></ul> <p>The balance of these functions will depend on which team the post holder is located and the overall priorities of the Service.</p> <p>The role holder has no formal management responsibilities but may be given delegated responsibility for the supervision and mentoring of more junior staff.</p> <p><b>This role profile relates to two separate posts. The baseline position (level I) outlines the core attributes of the role, whilst higher levels describe <u>additional</u> tasks and responsibilities regularly carried out by post holders.</b></p>
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<b>Decision Making</b>	
Grade H (level 1)	Grade I (level 2)
<ul style="list-style-type: none"> <li>▪ The post holder will give specialist urban planning and design guidance, delivering creative solutions to creating high quality places and unblocking delivery to development and regeneration projects. This will include advising on design of buildings, streets and spaces, where appropriate, and proactively working to deliver sustainable communities in accordance with national and local design policy, guidance and best practice. Decisions are not always covered by defined procedures.</li> <li>▪ Mainly works independently within national and local planning legislation and regulations with scope to review working practices.</li> <li>▪ The post is subject to management control and direction and progress is measured against agreed objectives and targets, usually set at appraisals or one to one meetings. Decisions about how the work programme is to be progressed are left to the post holder.</li> <li>▪ Has access to the Team Leader for advice and guidance on serious and more contentious issues</li> <li>▪ Gives advice and guidance on more complex queries and difficult problems to more junior staff</li> <li>▪ Day to day supervision of more junior staff as agreed with Team Leader</li> <li>▪ Manages consultants and contract staff as required</li> <li>▪ Work targets are agreed on an individual basis and reviewed periodically</li> <li>▪ May be required to deputise for the Team Leader or more senior staff on occasion</li> </ul>	<ul style="list-style-type: none"> <li>▪ Opportunity to seek guidance from the Team Leader when required.</li> <li>▪ Works within established procedures, standards and practice, with the requirement for the role to create some best practice in the context of new legislation and current thinking. The post holder will ensure that regulation does not prevent creativity and innovation in delivering sustainable communities.</li> <li>▪ Provides a lead and manages project teams in the relation to complex and contentious development and regeneration projects, including working with complex financial and legal tools to support project delivery.</li> <li>▪ Sits on a range of internal and external steering groups providing input on planning matters and is subject to managerial direction.</li> <li>▪ Progress is measured against agreed objective and targets.</li> <li>▪ Regularly expected to substitute for the Team Leader on all operational matters.</li> </ul>

<b>Accountabilities</b>	
Grade H (level 1)	Grade I (level 2)
<ul style="list-style-type: none"> <li>▪ Leads on the preparation of major urban planning, design and delivery documents, including masterplans.</li> <li>▪ Provides urban planning, landscape and design input to the planning application and policy process.</li> <li>▪ Promotes awareness of the City's urban planning, design and conservation policies amongst stakeholders and the community.</li> <li>▪ Prepares and coordinates the procurement of</li> </ul>	<ul style="list-style-type: none"> <li>▪ Supports the Team Leader in the operational management of the team as appropriate, helping to ensure that the team is managed appropriately, the resources of the team are allocated to meet its overall work targets and that the team operates within corporate policies.</li> <li>▪ Facilitates or acts as point of contact for specific development partnerships and develops and implements site specific strategies and action plans which drive the delivery of major development</li> </ul>

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<p>key information relating to the city and key issues affecting its planning and regeneration, including landscape and greenspace assessments and character appraisals.</p> <ul style="list-style-type: none"> <li>▪ Attends as expert witness at public inquiries, informal hearings, LDF independent examinations, Examinations in Public and other such hearings as appropriate to represent the Council's case</li> <li>▪ Attends public meetings, and Council meetings to present the Council's planning policies as required</li> <li>▪ Attends to sensitive or contentious correspondence on behalf of the Team Leader or more senior staff as directed</li> <li>▪ Acts as case officer for planning applications where design is a key issue, as required</li> </ul>	<p>projects and unblock obstacles to delivery.</p> <ul style="list-style-type: none"> <li>▪ Develops strategies and processes of other services and partners, to ensure a joined-up approach with Planning Services and to facilitate sharing of resources, skills and knowledge.</li> <li>▪ Evaluates or leads on complex / strategically important planning applications where design is a major factor, presenting these applications at Planning Committee where necessary and preparing the Council's case for planning appeals.</li> </ul>
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<b>Demands</b>	
Grade H (level 1)	Grade I (level 2)
<ul style="list-style-type: none"> <li>▪ Long periods of concentration required e.g. when preparing documents for attendance as expert witness, researching information and writing subsequent reports for senior management to a time deadline</li> </ul>	<ul style="list-style-type: none"> <li>▪ Expected to attend regional and national meetings to promote and share best practice</li> </ul>

<b>Working Conditions</b>			
Grade H (level 1)		Grade I (level 2)	
Mainly office based with minimal exposure to disagreeable, unpleasant or hazardous environmental working conditions from regular site visits or to people-related behaviour when attending public meetings and consultation events			

<b>Experience, Knowledge and Qualifications</b>	
Grade H (level 1)	Grade I (level 2)
<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>▪ Degree level or equivalent in Town Planning, urban design, architecture, or related discipline</li> <li>▪ A member of a relevant professional institute, such as the Royal Town Planning Institute, or an action plan agreed with your line manager by 30 June 2019 for working towards securing this membership at the earliest opportunity</li> <li>▪ Extensive experience of urban planning functions and development schemes e.g. urban design, strategic landscape architecture,</li> </ul>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>▪ Political sensitivity and awareness including experience of working closely with and providing advice to elected members and management on a formal and informal basis</li> <li>▪ Significant experience of project management at a senior level in statutory planning or a related function.</li> <li>▪ Developed, articulate, and motivated support for a clear strategic vision and sense of direction, and to identify necessary changes to achieve the vision</li> </ul>

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<p>conservation, local and area planning, urban regeneration, development management</p> <ul style="list-style-type: none"> <li>▪ Awareness of commercial development finance and the impacts on major development proposals</li> <li>▪ Experience of working on large scale, complex and controversial development schemes</li> <li>▪ Experience of representing an organisational public inquiries, hearings, public meetings or committees.</li> <li>▪ Experience of coordinating staff and consultants in the delivery of programmes of work</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>▪ Experience in the use of CAD and freehand drawing</li> <li>▪ Substantial experience in a Planning related discipline</li> <li>▪ Specialist knowledge of, and demonstrable experience in, town planning functions</li> <li>▪ Experience of preparing and / or presenting evidence for public inquiries and other hearings</li> <li>▪ Commitment to actively promote corporate working and support for corporate initiatives</li> </ul>	<p>and effect the required service delivery improvements</p> <ul style="list-style-type: none"> <li>▪ Demonstrable skills in learning the implications of a continually-changing legislative framework and best practice lessons from others in the Team</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>▪ Line management experience, experience and experience of managing and monitoring budgets</li> <li>▪ A Certificate in Management and/or a Diploma in Management Studies</li> </ul>
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<b>Skills and Technical Competencies</b>	
Grade H (level 1)	Grade I (level 2)
<ul style="list-style-type: none"> <li>▪ Analytical and problem solving skills to take on the more complex cases and to process, interpret, evaluate and apply a wide range of complex data streams, social and financial inputs and valued judgements</li> </ul>	<ul style="list-style-type: none"> <li>▪ Highly developed interpersonal and communication skills for negotiation, influencing while interacting with elected members, applicants and other internal and external stakeholders.</li> <li>▪ Negotiation skills crucial at various stages in order to be key player in delivering major development proposals in the city.</li> <li>▪ Ability to exchange information about the planning process and how it relates to the City's corporate "vision". The post holder will be an expert witness for the Council in court situations and inquiries</li> <li>▪ Personal qualities of leadership, drive and enthusiasm including innovation, team organisation and motivation, effective communication, advocacy, and negotiating skills</li> <li>▪ Ability to directly line manage staff and manage complex work programmes in a deputy role for the Team Leader.</li> <li>▪ Analytical and decision-making skills and an innovative and creative approach to problem solving</li> </ul>

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<b>Corporate Standards</b>	<ul style="list-style-type: none"> <li>• In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance.</li> <li>• Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its' policies and procedures.</li> <li>• Work within the requirements of the Councils' Health and Safety policy, performance standards, safe systems of work and procedures.</li> <li>• Undertake all duties with due regard to the corporate equalities policy and relevant legislation.</li> </ul>
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