

<b>Job Title: Urban Design Planner</b>	<b>Role Profile Number: SC2672</b>
<b>Grade: N</b> <b>Salary: £ 26,684 - £30,373</b>	<b>Date Prepared:</b> 2 <sup>nd</sup> May 2019
<b>Directorate/Group:</b> Service Delivery (Planning, Heritage & Regulatory Services)	<b>Reporting to:</b> Service Manager – Master Planning, Design and Conservation
<b>Structure Chart attached:</b>	Yes

**Job Purpose**

To advise on, through recommendation to the Service Manager or Planning Committee, the design merits of planning applications and associated submissions including pre-application discussions, consideration of all design impacts, negotiation, and if required, defending at appeal.

**Key Accountabilities**

- Contribute to delivering the statutory Development Management function for Swindon Borough as it relates to delivering good design.
- Implement the Local Plan along with related local and national advice and guidance as they relate to place making.
- Assist in the delivery and monitoring of the major development areas including the negotiation and implementation of master plans, framework plans, design codes and briefs as necessary and the analysis of data.
- Provide written and oral advice to the Planning Committee on design and place making matters to assist in the determination of these planning applications.
- Represent the Local Planning Authority in the defence of decisions, including at Hearings, and in support of Senior Officers at Appeals as they relate to the place making function of the service.
- Represent the Local Planning Authority in discussions about current or proposed development applications with national and local organisations.
- Work with the Council in its role as developer to provide planning advice in respect of proposals that may be brought forward.
- Participate in and lead on multi-disciplinary working project teams, and monitoring exercises necessary to the successful fulfilment of the major development areas.
- To provide input on aspects of the Local Plan in relation to Planning and Urban Design. This includes assisting in the preparation of plans, policies, strategies, guidance and supplementary planning documents.

- Develop and maintain appropriate service contacts and linkages throughout the Council, with other planning authorities and the private sector in furtherance of the Planning function.
- Contribute to the training of elected Members in Design matters.
- To provide a key point of contact and liaison for all planning aspects of urban design.
- To assist in public participation exercises to include public exhibitions and workshops, as well as attendance at Public Meetings and such other forums as necessary to ensure satisfactory public participation.
- Ensure a high quality of design through negotiation of schemes and the provision of planning advice to other officers, Council departments and external developers.
- Work with the Council, developers and other stakeholders to encourage and exceed the expectation for high quality design as part of Swindon's town centre regeneration.
- To work on the production of design tools such as design briefs, strategies, masterplans, design codes, including the coordination of consultations and presentation and attendance at consultation events. Ensuring the consideration and where applicable incorporation of the requirements of all relevant statutory bodies and consultees culminating in the production of recommendations to the decision making bodies of the Council.
- To help develop and use technical tools to assist in the articulation, promotion and delivery of high quality design including the use of 2D and 3D modelling, hand drawing, GIS, publishing software and spatial analysis.

### **Supplementary Accountabilities**

- Support the facilitation and function of the Design Review Panel through the organisation of panel sitting dates, presentations and in representing the Local Planning Authority.
- Represent the Council at meetings as directed by the Service Manager, or Head of Service.
- Ensure that any identified personal training needs are discussed with the immediate manager.
- Undertake any other duties appropriate to the level and responsibilities of the job.
- Take responsibility for understanding and implementing the Council's health and safety policy and protocol.
- To work professionally and collaboratively to support the move toward commercialisation and proactive working.
- In accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the Management of Health & Safety at Work Regulations 1999 you must take reasonable care so as not to endanger yourself or other persons whilst at work. You must also co-operate with the Council to enable it to comply with its statutory duties for health and safety. You must work in accordance with training or instructions given, make proper use of any personal protective equipment provided and inform your manager of any hazardous situations or risks of which you are aware. You must ensure you undertake responsibilities relating to your position as detailed within your Directorate Health and Safety Policy.
- This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing needs of the department, always in consultation with the postholder.

## **Knowledge & Experience**

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- Computer literate in word processing, database, spreadsheet and presentation packages is essential (required for day to day undertakings of the job), and experience of GIS preferable with knowledge of MapInfo a distinct advantage.
- Ability to read plans and assess three dimensional proposals presented in two dimensional formats.
- Ability to manage projects and to negotiate improvements to be applications.
- Ability to present detailed information through strong report writing skills and including oral presentations.
- Knowledge of Adobe Creative Suite (or similar) for the production of design, brief documents, masterplans, design codes, etc.
- Ability to use AutoCAD and 3D software packages – SketchUp (or similar).
- Must be able to undertake site visits.

## **Qualifications**

- A Graduate level (or equivalent) qualification in Planning and Design- related subject.

## **Decision Making**

- Ability to analyse, information and present recommendations with respect to inform planning policy preparation and recommendations on planning applications.
- Judgement required on responding to requests for information, including detail, analysis and presentation.

## **Creativity and Innovation**

- Ability to produce graphical illustrations (hand drawn or CAD).

<b><u>Job Scope</u></b>  <b>Number and types of jobs managed</b> <ul style="list-style-type: none"><li>• None</li></ul> <b>Typical tasks supervised/allocated to others</b> <ul style="list-style-type: none"><li>• None</li></ul>	<b>Budget Holder Responsibility</b>     <b>Asset Responsibility:</b>	Yes/No     Laptop, Mobile Phone, Personal Protective Equipment (for site visits)
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**Contacts and Relationships** *(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)*

- Working closely and collaborating with developers to drive up quality in submissions and negotiate development proposals
- Liaising with local communities, improving communication and connectivity in order to make better use of the resources, facilities, relationships and partnerships is fundamental to this role.
- Working in a collaborative manner with external and internal customers, community members and other bodies that interact with this post is essential.

**Values & Behaviours**

We strive to underpin our culture of being ‘At our Best’ through strong management and authentic leadership. This means getting the management basics right. We own and demonstrate accountability, both individually and collectively, and aim to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, by displaying:

- Accountability at all levels.
- Customer care and pride in what we do.
- Continuous learning and evaluation.
- Valuing one another and the contribution each of us makes.

**Other Key Features of the role**

- Potential work outside of normal office hours.
- Potential lone-working at times.
- Potential for some manual handling e.g. Box files, Display Boards.

<b>Employee Signature:</b>	Print Name:
<b>Date:</b>	
<b>Line Managers Signature:</b>	Print Name:
<b>Date:</b>	