

## Job Description

<b>Department:</b>	Growth and Regeneration
<b>Division/Section:</b>	Natural and Historic Environment Team
<b>Job Title:</b>	Urban Designer
<b>Post No:</b>	014971
<b>Grade:</b>	12
<b>Reports to:</b>	Natural and Historic Environment Manager
<b>Organisation Chart:</b>  Show immediate manager and any jobs reporting to this post.	<pre> graph TD     A[Natural &amp; Historic Environment Manager] --&gt; B[Urban Designer]           </pre>
<b>DBS Check applicable?</b>	Basic <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input type="checkbox"/> None <input checked="" type="checkbox"/>
	<b>Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?</b>  Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Line Management responsibility for:</b>	<b>No. of direct reports: 0</b> <b>No. of indirect reports: 0</b>
<b>Size of budget:</b> (Per annum)	£400 K accounting

<b>Job Purpose:</b>	<ul style="list-style-type: none"> <li>• Deliver the urban design function of the Planning Service; secure high-quality design and uphold high standards in development management through advice to officers, members and applicants.</li> <li>• To keep the department at the forefront of delivering professional urban design advice to facilitate regeneration, high quality sustainable development and effective improvement schemes across the city.</li> <li>• To lead on the planning and operational requirements of urban design workstreams. To help deliver statutory planning services, including the Council's Local plan, regeneration projects and other corporate objectives that relate to urban design and related policy.</li> </ul>
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### Main Duties and Responsibilities:

<ol style="list-style-type: none"> <li>1. Deliver comprehensive advice on Urban Design matters, to case officers, senior officers and external agents involved in development, and as appropriate to Committee and public meetings throughout the pre-application, application, consultation and post decision stages, including acting where appropriate as advisor to public/internal panels and the Planning Committee</li> <li>2. Put in place and maintain systems and approaches to ensure consistency in urban design, for the enhancement and protection of built and natural heritage, within the team and across planning as a whole. This shall include playing a lead role in Design PAD meetings where you will aim draw together other disciplines to achieve overall urban design goals.</li> <li>3. To help prepare and review planning policy and guidance from an Urban Design perspective, including the Local Plan and related Development Plan Documents (DPDs), Neighbourhood Plans, Conservation Area Appraisals and Management Plans, making recommendations and presenting to the relevant Council and public meetings as necessary.</li> <li>4. Prepare and submit evidence to public inquiries, hearings and other appeals in relation to urban design issues. Also advising less experienced officers in these areas.</li> <li>5. Provide technical assessments and draft responses to the policies and strategies of other agencies, such as Government, Cambridge and Peterborough Combined Authority, adjoining authorities, and other statutory bodies.</li> <li>6. To act as a specialist Urban Design witness in relation to complex enforcement cases, including appearing in court.</li> <li>7. Deliver training to improve awareness and understanding of key urban design principles, to officers and members.</li> <li>8. Lead and commission the delivery of projects and activities consistent with the promotion of high-quality sustainable design and construction and/or the effective management of the built or natural environment. This is likely to include monitoring the relevant financial budgets and performance outcomes while engaging with external agencies and stakeholders, including communities, developers/specialists, and elected representatives on behalf of the Council.</li> <li>9. Partnership working to represent the interests of Peterborough City Council in the preparation of planning policy, strategy, environmental and infrastructure</li> <li>10. Evaluate new legislation, best practice, publications, recent court cases and research and make recommendations to the service and other relevant departments, of the potential impact and relevance to future service delivery.</li> <li>11. To support the Natural &amp; Historic Environment Manager in managing and motivating the Natural &amp; Historic Environment team, to ensure compliance with corporate performance targets and customer service standards and to ensure effective line management, support and performance management of individual team members.</li> <li>12. Participate in the regular review of service provision in line with national best practice and quality standards, including where required, participation in cross function teams, and implement any required improvements effectively to ensure the on going efficient delivery of services.</li> <li>13. Assist the council in fulfilling any contract to provide a service to any other council or partner, by undertaking duties and responsibilities appropriate to this post.</li> </ol>
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<b>Generic Responsibilities:</b>	<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health &amp; Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>		
<b>Flexibility Clause:</b>	<p>Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.</p>		
<b>Variation Clause:</b>	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>		
<b>DATE:19/01/24</b>		<b>COMPLETED BY:</b>	D.Sharpe

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