

**BOROUGH COUNCIL OF WELLINGBOROUGH**

**JOB DESCRIPTION**

<b><u>SERVICE:</u></b> Planning Policy and Regeneration (North Northamptonshire Joint Planning & Delivery Unit)	<b><u>POST NO :</u></b> PBC010
<b><u>POST TITLE :</u></b> Urban Design Officer	<b><u>GRADE :</u></b> Scp 22-28
<b><u>SUMMARY STATEMENT :</u></b>  To provide urban design advice on development management and planning policy across the Council's in North Northamptonshire.  To support the Design Manager in the implementation of the Design Action Plan, which seeks to achieve higher standards of design through the provision of expert advice, input into policy formulation and the enhancement of design skills/capacity within North Northamptonshire.	
<b><u>WORKING RELATIONSHIPS :</u></b>  <i>Responsible to:</i> NNJPDU Design Manager  <i>Responsible for:</i> None <b><u>CONTACTS:</u></b>  <i>Internal:</i> All Officers within the North Northamptonshire partner authorities and Elected Members.  <i>External:</i> Customers and partners in the public and private sector.	
<b><u>SPECIAL CIRCUMSTANCES :</u></b>  The post qualifies for an essential car user allowance.  The postholder will attend, as necessary, meetings of the Joint Planning Committee and Joint Delivery Committee, and meetings in the community outside of normal working hours.	
<b><u>DETAILS OF MAIN DUTIES AND RESPONSIBILITIES</u></b>	
<b><u>DUTIES:</u></b>  <i>Service Specific Duties:</i>  1. Providing urban design advice to partner local planning authorities and developers, from pre-application onwards in relation to selected strategic development schemes. This includes providing written and drawn responses, supporting the local planning authority in negotiations, providing input to master plans and design codes, preparing and presenting reports/ design concepts.  2. Supporting Design Surgeries at the partner local authorities, involving key partners such as the police and highway authority to provide a coordinated development team approach to design issues in relation to strategic and non-strategic proposals.  3. Coordinating the Design Officers Group to facilitate sharing of knowledge and good practice and to roll out training, tools and other information from Design Council CABE and other organisations to the public sector, developers and others involved design and planning.	

4. Supporting the partner authorities in securing additional independent design advice in relation to specific schemes, including advising on the procurement of consultancy input and guiding appropriate schemes to design review (Design Midlands) to raise the quality and aspiration of developer proposals.
5. Assisting the planning authorities in carrying out Building for Life<sup>12</sup> assessments of selected schemes to report on design quality in the North Northamptonshire Authorities Monitoring Report.
6. Inputting to design policies in Local Plans and preparing more detailed guidance/ supplementary planning documents such as the North Northamptonshire Place Making SPD. This includes preparing reports and presenting material to elected Councillors at workshops and committees.

***Generic Responsibilities:***

1. Comply with the council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of your and other persons).
2. Undertake learning and development as agreed in probationary reviews, personal development reviews or any such framework in order to meet corporate, service and individual targets.
3. Carry out other duties from time to time, provided they are within the general level of responsibility of the post and within the abilities of the postholder.

**COMPLETED BY POST HOLDER (NAME) :**

**DATE :**

**AGREED BY IMMEDIATE SUPERVISOR :**

**DATE :**

Reviewed: November 2019