

MEDWAY COUNCIL - JOB PROFILE

DESIGNATION	Urban Design Officer
DIRECTORATE	RCET
DEPARTMENT	Planning Service
RESPONSIBLE TO	Planning Manager Major Projects
JOB FAMILY/LEVEL	Place - Regulation and Technical / Level 1
GRADE	Range 4

1. MAIN PURPOSE OF JOB

To ensure that the highest standards of architecture and urban design are achieved in Medway

Provide design advice and guidance to applicants, council officers and councillors at all stages of the design process from outline plans, to pre-application negotiations, planning applications and appeals, taking full responsibility for negotiating good design. This includes dealing with major planning applications and schemes and appearing as the Council's expert witness.

Help facilitate regeneration initiatives and schemes for a range of key sites by way of preparation or input into planning briefs, area action plans, masterplans, design strategies, taking specific responsibility for urban design and related matters.

Contribute to the development of planning policies, strategies, and guidance, taking specific responsibility for urban design and related matters

Organise, and promote community involvement in urban design and other related matters, including workshops and other public consultation methods

Commission, manage and administer projects (including work by external consultants).

2. PERSON SPECIFICATION

Qualifications

Essential

- Academic or professional qualification in architecture or urban design or a degree in a related discipline, such as town planning, with a separate urban design training
- Membership of (or working towards) an appropriate professional body (RIBA, RTPI)

Experience

Essential

- Experience of working in a planning or regeneration environment ideally within the Urban Design area

Skills

Essential

- Demonstrable developed communication skills with the ability to present complex and/or sensitive information in an understandable way, using a variety of methods across a range of audiences, with political sensitivity
- General understanding of the planning system, its legislative framework and associated regulations.
- Thorough knowledge of urban design and architectural principles relating to new developments, existing buildings and spaces
- Awareness of architectural periods and history.
- Computer literacy including the use of Microsoft Office and GIS applications and preferably graphics applications
- Demonstrable ability to apply practical/procedural/organisational/policy knowledge in a specialist area and can turn theory into practical solutions.
- Demonstrable ability to work independently within defined procedures, and work outside of procedures, making decisions without referring to a supervisor/line manager, where necessary.
- Demonstrable ability to carry out tasks which impact on the well being of people, including implementing regulations, providing guidance on internal procedures and interpreting policies and procedures to meet specific circumstances or problems.
- Demonstrable ability to explain straightforward tasks to others, where required
- Demonstrates the ability to deal with high levels of work-related pressure, for example from deadlines, interruptions or conflicting demands
- Can demonstrate dexterity, co-ordination or sensory skills where there is either some demand for precision and speed or considerable demand for precision in the use of these skills

3. ORGANISATION

(i) ORGANISATION CHART

(ii) DESCRIBE HOW AND BY WHOM THE POST IS MANAGED

Senior Urban Design Officer (who reports to Planning Manager Major Projects)

(iii) DESCRIBE THE LEVEL OF INITIATIVE AND/OR INDEPENDENCE EXPECTED OF THE POST HOLDER

To work within recognised procedures and respond independently to problems where there are no recognised procedures and decisions have to be made without access to a manager.

(iv) DESCRIBE ANY SUPERVISORY/MANAGEMENT RESPONSIBILITIES

None

(v) JOB CONTEXT - DESCRIBE THE MAIN CONTACTS, BOTH INTERNAL AND EXTERNAL AND THE PURPOSE OF THOSE CONTACTS

All customers of the planning service, including Councillors, agents, developers, applicants, public and internal and external people involved in the planning process.

4. PHYSICAL DEMANDS

Undertakes either:

- (i) some ongoing physical effort (e.g. regular sitting in a constrained position or standing, or walking at a normal pace, for long periods), or
- (ii) normally limited physical effort but does have periodic needs for considerable physical effort (e.g. lifting, carrying, pushing or pulling items of light to moderate weight, rubbing or scrubbing, or working in an awkward position).

5. EMOTIONAL DEMANDS

Is not normally required to have contact with, or work for, other people (other than immediate work colleagues) which, through their personal circumstances or behaviour place emotional demands on the jobholder.

6. RESPONSIBILITY FOR PHYSICAL RESOURCES

Takes direct responsibility for any of the following or equivalent:

- (i) considerable amounts of computerised information (e.g. the size of the electoral register) where care, accuracy, confidentiality and security are important.
- (ii) the cleaning, maintenance and repair of a range of equipment, buildings, external locations or equivalent.
- (iii) regular careful use of very expensive equipment.
- (iv) security of buildings, external locations or equivalent.
- (v) ordering or stock control of a range of equipment and supplies.
- (vi) provides advice, and in some cases interpretation on established internal policies and procedures in relation to physical resources.

7. WORKING CONDITIONS

Deals with some exposure to disagreeable, unpleasant or hazardous environmental working conditions such as working outside in all weathers or people related behaviour such as verbal abuse.