

## Job Description

<b>Job Title:</b>	Senior Urban Designer, Edinburgh
<b>Reference:</b>	SUS2678
<b>Salary:</b>	Grade G: £27,255 per annum
<b>Hours:</b>	37.5 per week
<b>Contract:</b>	Maternity cover
<b>Base:</b>	Sustrans Scotland offices in Edinburgh

### **Purpose of the job:**

To support the delivery of high quality imaginative design work for the Street Design and Pocket Places programme. This includes community led design processes, the design and installation of temporary interventions on the public carriageway, urban realm improvements and design of walking and cycling routes.

To manage and lead on the implementation of the Pocket Places Programme with support from the Design Manager.

### **Place in the organisation:**

The post holder will report to the Design Manager, Edinburgh for line and project management. Project planning, resourcing and work programme delivery will be coordinated with the Street Design Coordinator/s.

### **Key Relationships:**

<b>Internal:</b>	Design Manager Community Engagement Officer, Pocket Places Senior Urban Design Officer/Landscape Architect, Street Design Urban Design Officer, Street Design Project Coordinator/s, Street Design Street Design team Engineering support (Sustrans) Head of Design and Engineering Other Sustrans Scotland staff (including remote staff)
<b>External:</b>	Local residents and residents groups Business owners and groups Special interest groups Local authority partners

Other project partners (e.g. Living Streets, Scotrail, National Park Authorities etc.)

**Key responsibilities:**

1. To work with our Street Design and Pocket Places team and project partners to jointly plan and deliver predetermined co-design activities. To take the lead on the development of a design frameworks for Street Design projects and for the individual Pocket Places project sites.
2. To produce high quality and engaging design content for public events and stakeholder engagement including layout plans, 3D visuals and animation. This will involve working directly with residents, community groups, businesses and stakeholders at various sites across Scotland.
3. To provide imaginative and technically-competent design iterations for our project partners that will enhance place quality and social interaction and encourage more active travel.
4. To plan and deliver the Pocket Places Programme with our Pocket Places Community Engagement Officer from August 2019. This will include project planning and liaison with community groups and local authorities.
5. To line manage the Community Engagement Officer for the Pocket Places Programme.
6. Where applicable, to line and project manage officers within the Street Design team.
7. To manage the budget for Street Design projects and for the Pocket Places Programme with support from the Design Manager.
8. To produce imaginative and technically-competent design solutions derived from engagement with the communities that can be trialed on streets within the project area.
9. To work with the local authorities for the projects areas to oversee the installation of temporary features on public roads in the project area

**General**

10. To be a source of design advice and best practice for Sustrans Scotland.
11. To foster, promote and develop successful relationships with local people, community groups and stakeholders and project partners.
12. To be aware of best practice in place-making and urban design through reading, training opportunities and events.
13. To be aware of national standards for traffic calming
14. To ensure effective local partnerships are developed and maintained to support wider project objectives.

**Communication and marketing**

15. To contribute towards raising the profile of Sustrans, by representing the charity at meetings, activities and events, as required.
16. To support and comply with the charity's guidance on branding, tone of voice and key messages, positively contributing towards raising Sustrans' profile.

**Training and personal development:**

17. To attend essential Sustrans training as required by the Charity, together with any training requirements required for the role.
18. To ensure own personal development by working to objectives set as part of the Charity's appraisal process.

**Health & Safety, Safeguarding and Equality, Diversity and Inclusion:**

19. To support and comply with the organisation's policy for the management of Health and Safety.
20. To support and comply with the organisation's policies for the management of safeguarding.
21. To support and comply with the organisation's policy and procedures relating to Equality, Diversity and Inclusion and apply principles of best practice in own role.

**Other**

22. To support the wider work of Sustrans Scotland and project teams.
23. To perform any other duties consistent with the nature and grade of the role as agreed with the line manager.

**Working Conditions:**

The post will be based in Edinburgh. Regular travel to project areas across Scotland is expected. This may involve frequent work outside normal office hours (evenings and weekends) and occasional overnight stays away from home will be required.

Sustainable travel for work journeys, where practical, is encouraged.

The postholder will live close to the nominated office base although there may be opportunities to work from home at times. Overnight stays away from home may be necessary when participating in projects away from their designated base. Occasional weekend and late working may be required with time off in lieu. The postholder must be prepared to cycle or use public transport for the majority of work journeys.

**Special Note:**

This job description does not form part of the contract of employment, but indicates how that contract should be performed. The job description may be subject to amendment in the light of experience and in consultation with the jobholder.

Compiled: Design Manager, Edinburgh

Date: May 2019

## Senior Urban Designer, Edinburgh (SUS2678)

### Person Specification:

<b>Criteria</b>	<b>Essential</b>
Qualifications, education and training	Educated to degree level or equivalent or a relevant qualification in Urban Design, Landscape architecture or related field and/or an alternative, relevant and demonstrable specialism (e.g. collaborative design)
Experience	Experience of working on design projects with a significant level of community engagement and involvement Proven experience in workshop facilitation Proven track record in managing multiple projects and seeing projects through to implementation Experience of effective and productive partnership working
Skills and abilities	Excellent visual presentation skills with the ability to produce high quality content in design packages and free hand Practical competency in Adobe Design suite and CAD Practical competency in producing 3D renders and animation using Sketch Up, AutoCAD, 3DMax or similar Excellent verbal and written skills specifically with relation to members of the community / general public Ability to be proactive, work independently and manage workloads. Strong administrative skills.
Knowledge	Knowledge of current best practice in urban design and place-making and the retrofit of streets Computer literate – Microsoft Office suite Knowledge and understanding of active travel
Other	A dynamic and creative approach Committed to Sustrans' vision for better places, stronger communities and promotion of active travel