****JOB DESCRIPTION

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| Job Title | Urban Designer | Post Number | P991 |
| Grade | 9 | Service Area | Planning and Infrastructure |
| Special Conditions | Politically restricted post.  Attendance at evening committee and occasional evening public meetings, exhibitions.  Fully mobile: Access to own vehicle and ability to travel to sites and meetings across both Districts, potentially in isolated areas. | Additional Benefits | Casual car allowance |
| Authorised by | Director of Planning and Infrastructure | Date | October 2025 |

**Job Purpose**

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| The purpose of this role within the Council is: | To provide specialist professional urban design advice and support to the Council with specific reference to master planning for strategic sites and projects, development briefs and the development of design policy guidance to assist in delivering distinctive, sustainable, well connected and high-quality places.  To lead or contribute to the design and delivery of urban design projects. |
| Responsible for demonstrating commitment to working in line with the Council’s values | |
| Responsible for championing and demonstrating the Council’s Leadership Behaviour Framework | |
| The postholder works for: | Strategic Design Lead |
| The postholder manages \supervises: | No direct supervisory responsibilities. |

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| **Key Accountabilities (All accountabilities will be carried out in line with the Council’s policies, procedures and relevant regulations and legislation)** | |
| 1 | To undertake site assessments and provide professional urban design advice on major development proposals / schemes and infrastructure projects and to assist in negotiations to deliver high quality places / development. Advice will be timely, reasonable, clear, robust, realistic and solution focused and provided in writing, graphic representation and face to face. |
| 2 | To lead or contribute to the development and delivery of design / place strategies, tools, initiatives and assessment methodologies that support the delivery of distinctive and high-quality places (this may include urban and design codes / briefs / promotional material / policy). |
| 3 | To lead or contribute to the preparation of development plan documents and associated planning policy with particular emphasis on strategic allocations / sites and to act as expert witness when policies and proposals are tested at examination. |
| 4 | To provide advice and guidance to the Development Management teams on proposals / planning applications / pre-application advice as instructed by line management. |
| 5 | To collaborate with Council colleagues, customers, stakeholders and members to inform the provision of solution-focused advice in respect to significant / sensitive development proposals or Council projects. |
| 6 | To act as expert witness on behalf of the Council with respect to significant urban design matters at development management appeal hearings / inquiries and at examination of development plans. |
| 7 | To contribute to the provision of urban design training and support for officers, members and nominated member Design Champions. |
| 9 | The preparation of reports and their presentation to Council meetings and events. |
| 10 | To contribute to or lead public consultation / stakeholder exercises and events (including public meetings) regarding projects and policies related to urban design matters. |
| 12 | To undertake any other appropriate duties or tasks commensurate with the grading of the post which may be required from time to time as determined by the line manager, Head of Service or Director of Planning and Infrastructure. |

**NOTES:**

1. Duties will inevitably develop and change as the work of the Council changes to meet the needs of our customers. Employees should therefore expect periodic variations to job descriptions, and the Council retain this right. This job description will be supplemented on a regular basis by individual objectives derived from Council strategies.
2. Where an applicant or an existing employee is or becomes disabled (as defined by law) and inform the Council fully of their requirements reasonable adjustments will be made to the job description wherever possible.

KEY REQUIREMENTS

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| Qualifications (or knowledge and experience at an equivalent level) | Essential | Desirable |
| Suitable degree level qualification in urban design or related topic that can include:   * architecture * built environment * geography * urban planning | E |  |
| Post Graduate Qualification (specialism) in urban design, or equivalent experience | E |  |
| Chartered membership of a relevant professional institute or body (e.g. RTPI) |  | D |

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| Experience | Essential | Desirable |
| Experience of providing professional / technical urban design advice to local authorities, other relevant organisations or development interests. | E |  |
| Experience of working for a UK-based organisation involved with the delivery of development | E |  |
| Experience working for a local government working and involvement with the delivery of planning services. |  | D |
| Developing and promoting urban design policy / guidance. | E |  |
| Experience of working in multi-disciplinary teams, as a project leader and/or contributor. | E |  |
| Experience of using IT systems including good practical knowledge in windows based systems. | E |  |
| Experience of working in both urban and rural locations. |  | D |

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| Skills Required | Essential | Desirable |
| Knowledge and appreciation of urban design principles together with practical knowledge of UK planning system. | E |  |
| In depth knowledge and appreciation of building construction and landscape design. |  | D |
| Able to carry out site evaluation and the preparation of master planning proposals / development brief and related design guidance for strategic sites (including mixed use, commercial and infrastructure development). | E |  |
| Ability to assess the implications for development viability arising from Master Plan / development brief proposals. |  | D |
| Ability to present reports and advice to a high quality including both written and graphical material (with particular emphasis on drawn materials) | E |  |
| Ability to directly undertake and support negotiations with a wide range of professional / technical bodies and stakeholders. | E |  |
| Proactive and able to manage and prioritise own workload to meet project deadlines and performance targets. | E |  |
| Independent, forward-thinking and self-managing, with demonstrative ability to take the initiative in developing skills necessary to successfully deliver the functions associated with the role. | E |  |
| Excellent communication skills. | E |  |
| Ability to produce high quality written and graphical material to support urban design advice and guidance. | E |  |
| Knowledge of, and ability to use,Adobe Creative Cloud / Sketch Up or similar IT software to develop and present urban design concepts and proposals | E |  |
| Experience and knowledge of GIS and AutoCad is desirable. |  | D |

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| Behaviours | Essential | Desirable |
| Flexible approach to work. | E |  |
| Capable of working both independently and as part of a team to deliver high-quality outcome | E |  |
| Creative, innovative and proactive approach to recognising and solving problems. | E |  |
| Open, friendly and helpful approach. | E |  |

Note: Applicants who are disabled (as defined by law) will be guaranteed an interview if they meet the essential criteria provided that this information is noted under the relevant section of the application form.