**JOB DESCRIPTION**

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| Job Title | **Head of Urban Design, Ecology and Conservation** | Post Number | **P1020** |
| Grade | M2 | Service Area | Planning and Infrastructure |
| Special Conditions | * Politically restricted post. * Fully mobile with access to transport to travel to and attend site visits and meetings at external locations. * Ability to work outside normal office hours. * Ability to respond to out of hours emergency service on any urgent planning matters. | Additional Benefits | Casual Car User |
| Authorised by | Director of Planning & Infrastructure | Date | July 2024 |

**Job Purpose**

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| The purpose of this role within the Council is: | * Lead and manage the Urban Design, Ecology, and Conservation Team. * To develop efficient policies and procedures and deliver high-quality services in urban design, conservation management, and enhancement of the Council’s built and natural environment. * Promote biodiversity and countryside access initiatives. * Ensure the provision of specialist advice on urban design, conservation, landscape, arboriculture, and biodiversity to internal and external customers. * Champion good design practices across the Councils. * To provide planning and related advice to members, officers and the public as required, and to respond to the media as required in accordance with the Councils’ procedures. * To act as a member of the Planning and Infrastructure Service management team and shared Heads of Service Team and to deputise for the Director of Planning and Infrastructure as required. |
| Responsible for demonstrating commitment to delivering the Councils’ values of great customer service, openness and accountability, innovation and improvement, and fairness and respect. | |
| Responsible for championing and demonstrating the Council’s Leadership Behaviour Framework by inspiring, communicating, collaborating and empowering self and others, and leading by example. | |
| The postholder works for: | Director of Planning and Infrastructure |
| The postholder manages \supervises: | Urban Design, Ecology, Conservation and Landscape / Tree Officers. |

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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 | **Team Management:** Overall responsibility for the management and performance of a multi-disciplined team covering historic building conservation, landscape architecture, arboriculture, urban design, biodiversity, and countryside management, and drive forwards and deliver improvements and efficiency gains. |
| 2 | **Policy and Guidance Development:** Develop and implement policies and guidance related to the conservation and enhancement of the Council’s built and natural environment, including urban design codes, standards and strategies, and Conservation Area Appraisals. |
| 3 | **Specialist Advice:** Provide professional advice on all aspects of urban design, conservation, arboriculture, landscape, biodiversity, and countryside access initiatives to senior management, council members, and external stakeholders. To revise/update the annual Urban Design, Ecology and Conservation Services Plans for MHDC and WDC. |
| 4 | **Project Leadership:** Lead urban design projects, including master planning for strategic sites, development briefs, and design policy guidance to deliver distinctive, sustainable, well-connected, and high-quality places. |
| 5 | **Performance Monitoring:** Contribute to the Planning & Infrastructure Services Management Team, managing staff and performance metrics. This includes monitoring and managing service delivery and performance in line with national and corporate standards, corporate promises and priorities and actions set out in Service Plans. |
| 6 | **Budgetary Responsibility**: To assist the Director of Planning and Infrastructure in financial management including local fee setting (where appropriate) and exercise day to day budgetary control responsibility for those areas that the post holder manages. |
| 7 | **Stakeholder Engagement:** Liaise with applicants, developers, and stakeholders to ensure high-quality design outcomes. Represent the council in professional groups and public meetings as appropriate. |
| 8 | **Training and Development:** Provide urban design training and support for officers, council members, and nominated design champions. |
| 9 | **Compliance and Reporting:** Ensure compliance with relevant legislation and council policies. Prepare and present reports to council meetings, and act as an expert witness at development management appeal hearings and examinations of development plans. |
| 10 | **Countryside and Biodiversity Initiatives:** Oversee the management of conservation areas, heritage-based regeneration programs, and countryside access initiatives, including local nature reserves and community woodlands. |
| 11 | **Contribute to Management Team:** To take a lead and proactive role in corporate initiatives and as a member of the Planning and Infrastructure Management Team. |
| 12 | **Customer Focus:** Developing procedures and a culture which will provide better customer satisfaction in terms of responses, including speed of delivery to enquires and through consultation procedures. Promoting improvements to the Planning and Infrastructure Services. |
| 13 | Leadership: Being an inspirational leader and having overall team leadership responsibility, supporting staff development and carrying out 1:1s and annual reviews. |
| 15 | Complaints: To deal with any complaints and Freedom of Information requests affecting this service area efficiently and effectively in accordance with adopted procedures. |
| 16 | Health and Safety: To comply with the requirements of the Health and Safety at Work Act and the policies of the Council. |
| 17 | Other: To undertake such other duties appropriate to the post and grade as may be assigned from time to time. |

**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 |
| Recognised degree in Planning, Architecture, Urban Design, or a related environmental discipline. | x |  |
| Chartered membership of a relevant professional institute (e.g., RTPI, RIBA, CMLI). | x |  |
| Sound knowledge of major legislative issues facing Local Government, particularly in the area of planning. | x |  |
| Post-graduate qualification in Urban Design and/or Historic Building Conservation. |  | x |
| Recognised management qualification. |  | x |

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| Work Experience | Essential | Desirable |
| A minimum of five years in a supervisory/ Management role. | x |  |
| Experience of working in a planning environment | x |  |
| Developing and promoting policy/guidance | x |  |
| Experience in providing professional/technical advice and negotiating design solutions. | x |  |
| Representing the Council at the wide range of internal and external meetings across a wide range of contacts and at all levels. | x |  |
| Track record of dealing with high profile/sensitive applications/cases involving extensive community consultation/involvement. | x |  |
| Management in Local Government dealing with a wide range of work and with proven results in the delivery of an efficient and effective service. |  | x |
| The management of a team of professional and administrative Officers with evidence of an efficient, effective and progressive management style, incorporating performance management and demonstrating the creation of job satisfaction for members of the team. |  | x |
| Experience of public meetings and meetings where delicate negotiating skills have been required. |  | x |
| Experience working in both urban and rural locations with involvement in sensitive conservation issues. |  | x |
| Experience of financial management. |  | x |
| Experience in working together in a multi-disciplinary team, both as leader and contributor, and on a wide range of matters concerned with corporate issues, customer satisfaction and/or development of policies and procedures. |  | x |
| Experience of using and developing ICT systems in relation to the provision and improvement of a planning service. |  | x |
| Dealing with press/media. |  | x |

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| Skills Required | Essential | Desirable |
| Demonstrable comprehensive knowledge of urban design principles and practical knowledge of legislation governing built heritage, ecology and landscapes. | x |  |
| Ability to carry out site evaluations and master planning proposals and guidance for strategic sites. | x |  |
| Excellent communication, negotiation, and presentation skills. | x |  |
| Able to manage and prioritise own workload to meet project deadlines and performance targets. | x |  |
| Ability to lead and manage a variety of complex multi-agency projects | x |  |
| Full driving licence and access to a vehicle to undertake site visits in remote locations. | x |  |
| Proficiency in GIS packages, AutoCAD, SketchUp, and similar IT software. |  | x |
| Project management. |  | x |

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| Behaviours | Essential | Desirable |
| Innovative and pro-active approach to recognising and solving problems. | x |  |
| Strong team player, capable of working with the Director of Planning and Infrastructure, other Heads of Service and directing/motivating Team Leaders and members through encouragement and the provision of opportunities for widening experience. | x |  |
| Open, friendly and helpful approach to members of the public including applicants, objectors or interest groups, through the provision of efficient and responsive professional services. | x |  |
| Ability to develop procedures in association with the Director of Planning Infrastructure and Team Leaders/Supervisors in order to provide a fast, efficient and quality service. | x |  |
| Ability to handle sensitive and contentious policy matters. |  | x |

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.