

Job Description

Job Title:	Strategic Urban Design Co-ordinator
Service Area:	Regeneration and Culture
Function:	Planning and Building Control
Team:	Planning Policy
Post number:	S001404
Grade:	LBR14
Hours/weeks: <i>E.g. 36 hours/52.14 weeks</i>	Fulltime
Base location:	Lynton House
Reports to: <i>Job title</i>	Planning Policy, Urban Design and Infrastructure Manager
Responsible for: <i>Job titles of direct reports</i>	Deputise for the Planning Policy, Urban Design and Infrastructure Manager as required including line management of staff and attendance at meetings. Management of 1 direct report. Supervision of professional planners on strategic matter and sites - actual numbers to be determined depending on strategic priorities for the Council. Regular responsibility for managing external consultants, contractors and key Council stakeholders.

<p>Role purpose and role dimensions: <i>Overview of the job</i></p>	<ul style="list-style-type: none"> ▪ To advance development of masterplans, feasibility studies and briefs for sites identified in the Redbridge Local Plan. ▪ To lead negotiations on pre-application discussions, planning applications, including major and significant complex development proposals to achieve outcomes to meet Council objectives; particularly with regards to good design and growth. ▪ To provide timely and relevant advice in relation to urban design to DM Officers, Council members, relevant Committees, Public Inquiries, public meetings and local people. ▪ To ensure that there is full and effective engagement of public and stakeholders in the process. ▪ Lead on the provision of critical Urban Design input and strategic advice to Planning Policy Team within its multiple workstreams, including Local Plan Review and creation of Supplementary guidance. ▪ To manage the Redbridge Design Review Panel, in order to support Council objectives; particularly with regards to good design and growth. ▪ To manage both Case Officer and Member Training programs, ensuring continued professional development of officers and key stakeholders. ▪ To manage Design Surgeries, providing critical design advice to support planners and graduate planners. ▪ To manage the implementation and strategic use of Vucity to support the decision-making process of multiple stakeholders within the Council. ▪ To provide support and strategic design advice to multiple internal Council departments, including but not limited to Regeneration and Highways Officers. ▪ To design and deliver urban design training sessions for Members ▪ To explore opportunities for income generation from the provision of urban design advice
<p>Key external contacts: <i>Organisations</i></p>	<p>Developers, housebuilders, relevant Government departments, including the Planning Inspectorate, the GLA, TfL and statutory undertakers, Historic England and Civic Trust, residents/groups and businesses and more widely, all consultees involved in planning, development management and regeneration processes.</p>
<p>Key internal contacts: <i>Job titles or groups of staff</i></p>	<p>Other planners in Planning Policy, Development Management and Building Control teams and officers in Regeneration team. Officers in other departments will include Highway and Transport officers, Housing and Property officers and Education. Provision of strategic support to Heads of Service may be necessary depending on work priorities.</p>
<p>Financial dimensions: <i>Budgetary responsibility & amount. Equipment, cash, property etc. for which employee is responsible.</i></p>	<p>Management of external contractors including but not limited to, Design Review Panel, Vucity. Income generation from the provision of urban design advice</p>
<p>Key areas for decision making:</p>	<p>Taking responsibility for Recommendations to Committee, preparation of masterplans, developments briefs and Management Plans. Provision of Urban Design advice and necessary documentation to relevant pre - applications and planning applications. Provision of strategic input to HoS(s) to aid in development of sites and infrastructure projects across the borough.</p>
<p>Other considerations: <i>E.g. working patterns</i></p>	<p>May require out of hours working for Committee/meetings with the public</p>

Key accountabilities and result areas:	Key elements:
To advance development of masterplans, feasibility studies and briefs for sites identified in the Redbridge Local Plan.	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Providing the lead role in bringing forward and critiquing the development of masterplans, feasibility studies and briefs for a range of sites in including those in private ownership, public ownership and to be developed by Redbridge Living. ▪ Take the lead in focusing discussion and consideration upon matters of good design, growth and regeneration whilst enabling delivery of new homes and public spaces. ▪ Management of external consultants and contractors, to ensure effective input into ongoing workstreams, in order to meet Council Objectives.
To lead negotiations on planning applications, including significant complex development proposals to achieve outcomes to meet Council objectives; particularly with regards to good design and growth.	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Ensuring all relevant statutory processes are followed, policies and other material considerations are taken into account in advising on and determining applications; particularly in relation to urban design. ▪ Ensuring that applications and pre-application work are dealt with in a professional and timely manner, ensuring timescales are met. ▪ Working with, and negotiating with, developers and their agents to achieve planning outcomes that meet with Council objectives and enhance the borough with high quality development. ▪ Making use of application of information technology to undertake duties and responsibilities of the post and to effectively manage the work. ▪ Working with Council colleagues on corporate development proposals, with a proactive approach to securing new homes and jobs, and supporting infrastructure. ▪ Keeping up to date on current legislation and professional practice and application of such knowledge to the work undertaken
To provide timely and relevant advice in relation to urban design in the development process, including engagement with Council members, relevant Committees, Public Inquiries, public meetings and local people, where required.	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Presenting cases to Committee, and providing evidence at Inquiries and in Court and in written form. ▪ Providing high quality professional advice and information to members ▪ Presenting to a wide variety of audiences, which can include, public meetings, 1 to 1s with stakeholders and developers on development proposals alongside masterplans, planning briefs and Character Appraisals/Management Plans.
To ensure that there is full and effective engagement of public and stakeholders in the process.	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Ensuring all statutory and Council procedures are followed to engage local people and other stakeholders in planning proposals.
To provide critical Urban Design input and strategic advice to Planning Policy Team within its multiple workstreams, including Local Plan Review and creation of Supplementary guidance.	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Ensuring regular attendance of key internal Planning Policy Team meetings, to provide strategic urban design advice and support. ▪ Taking the lead role for the input of strategic input and urban design advice to advance the creation of supplementary policy documents, focusing discussion and consideration upon matters of good design, growth and regeneration whilst enabling delivery of new homes and public spaces.

To manage the Redbridge Design Review Panel, in order to support Council objectives; particularly with regards to good design and growth.	<p>This will involve:</p> <ul style="list-style-type: none"> Managing the design review panel process; Ensuring that applicant teams have clear understanding of the DRP process, including its aims and objectives particularly with regards to good design. Ensuring that the DRP process is carefully factored into the creation of all relevant PPA timelines, and continually monitored to ensure successful management of the panel. Ensuring a consistent dialogue with the Panel Manager and Provider, to allow for and manage changes to proposed schedules, to ensure relevant panel member attendance, and provide ongoing feedback to panel processes, members and formation. Ensure panel advice is circulated, understood and carefully considered by all stakeholders and carefully considered within the ongoing iterations of design proposals. Taking the lead role in the Creation and ongoing management of Case Officer and member training programs, in line with key panel member expertise.
To provide support and strategic design advice to multiple internal Council departments, including but not limited to Regeneration and Highways Officers.	<p>This will involve:</p> <ul style="list-style-type: none"> Taking the lead role in providing strategic urban design advice to key internal departments and stakeholders, to support relevant Council objectives. This will include the provision of project specific input and advice to support the development of key projects within multiple departments including Regeneration, Highway and Transport, Housing and Property and Education.
General accountabilities and responsibilities	
Green Statement	<p>This will involve:</p> <ul style="list-style-type: none"> Seeking opportunities for contributing to sustainable development of the borough, in accordance with the Council's commitment to making Redbridge a cleaner, greener place to live. In particular, demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in your job.
Data Protection/Confidentiality	<p>This will involve:</p> <ul style="list-style-type: none"> Complying with the Data Protection Act 1998 – treating all information acquired through your employment, both formally and informally, in strict confidence and in accordance with Caldicott principles. Complying with the Code of Conduct, other practice guidelines and the rules and protocols defining employees' access to and use of the Council's databases and systems. Any breaches could result in disciplinary measures. Maintaining client records and archive systems in accordance with departmental procedure, policy and statutory requirements.
Conduct and Whistleblowing	<p>This will involve:</p> <ul style="list-style-type: none"> Complying with the requirements of the Code of Conduct and maintaining high standards of personal conduct, honesty and integrity. You have a duty to raise any impropriety or breach of procedure to the appropriate level of management. Employees making such disclosures (whistleblowing) are protected and may make them without fear of recrimination.
Safer Working	<p>This will involve:</p> <ul style="list-style-type: none"> Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults. Where you work in such a post the Council will require a CRB Disclosure check and references will be taken up prior to interview.

Equalities	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Complying with the Council's strong commitment to achieving equality of opportunity and outcomes in its services to the community and in the employment of people. You are expected to understand, comply with and promote Council policies in your work, to undertake any appropriate training and to challenge any prejudice and discrimination.
Customer Care	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Complying with corporate and service area customer service standards and promoting the development of high quality, individualised and customer-led services.
Health and Safety	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Being responsible for your own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.
To contribute as an effective and collaborative member of the team	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Taking responsibility for continuing self-development and participating in training and development activities. ▪ Participating in the ongoing development, implementation and monitoring of the service plans. ▪ Supporting and contributing to value for money, service efficiencies and improvements.
Flexibility	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ The above-mentioned duties are neither exclusive nor exhaustive. From time to time you may be required to undertake responsibilities outside the normal remit of your Job Description as required by the line manager, and are broadly within your the grading level and competence.

Person Specification

Job Title:	Strategic Urban Design Co-ordinator		
<i>Method of candidate assessment: A = Application form I = Interview T = Test. Weighting: 3 = most important, 2 = least important</i>		A - I - T	Weighting
Minimum education/ qualifications:	Planning degree or postgraduate qualification in urban design, Planning or architecture	A	3
	Eligible for membership of RTPI/RIBA or similar professional body	A	3
Minimum experience/ knowledge/ skills:	<ul style="list-style-type: none"> ▪ Experience in preparing masterplans, briefs and site appraisals to inform development opportunities; with a focus on high quality design. ▪ A successful track record in dealing with development schemes through to planning application stage, with ability to negotiate, assess and draft recommendations on complex and sensitive cases ▪ Experience of working across professional teams to successfully take on board corporate objectives in dealing with masterplans, briefs and significant planning applications. ▪ Ability to advise Senior Management and politicians on significant planning proposals and policy/guidance relating to urban design and conservation. ▪ Understands development processes. ▪ Up to date knowledge and awareness of relevant planning legislation and understanding of national, regional and local agendas regarding planning ▪ Has good understanding of working in Local Government and political awareness. ▪ Good understanding of IT relevant to the role. 	All A-I T T T	All 3
Minimum competencies: Customer focus	<ul style="list-style-type: none"> ▪ Demonstrating a high customer work focus. 	A-I	3

Communicating and influencing	<ul style="list-style-type: none"> ▪ Able to communicate effectively, both verbally and in writing, and influence others. ▪ Able to draft briefs, reports and make recommendations on planning applications. ▪ Able to present evidence to Inquiries or similar and to public meetings. This will include complex and sensitive casework ▪ Ability to negotiate to achieve positive solutions 	All A-I-T	All 3
Building relationships, working together and in partnership	<ul style="list-style-type: none"> ▪ Ability to work successfully in a political environment and promote the interest of the borough with outside bodies ▪ Ability to work with Government departments and agencies and the GLA, providing information, liaising and influencing 	All A-I	All 3
Respecting & implementing diversity	<ul style="list-style-type: none"> ▪ Ability to and commitment to implementation of equalities policies in the work place. ▪ Ability to reflect equality and diversity policies in dealing with development proposals. 	All A-I	All 3
Planning, organising & achieving results	<ul style="list-style-type: none"> ▪ Able to initiate and progress work-plans for oneself and the team ▪ Ability to deal simultaneously with a range of tasks and activities and cope with a large caseload of planning applications and appeals. ▪ Ability to problem solve with the ability to recognise controversial and sensitive issues. 	All A-I	All 3
Embracing change	<ul style="list-style-type: none"> ▪ Supportive of achieving continuous improvement and embracing change to deliver cost effective, quality services. 	A-I	3
Managing and developing people	<ul style="list-style-type: none"> ▪ Able to support and provide guidance to planners and graduate planners. ▪ Able to provide training and mentoring support to more junior staff to enable greater understanding of urban design and heritage matters. 	All A-I	3 3
Special conditions:	<ul style="list-style-type: none"> ▪ Able to work evenings and sometimes at weekend 		2
Signature of Employee:	Name:	Date:	