

Job Description

Job Title	Principal Urban Design Officer
Directorate	City Development
Service Area	Planning & Building Control
Grade	8
Competency Level	2
Salary	£47,665 - £53,051
Job Type	Hybrid
Location	Citywide
Disclosure and barring service (DBS)	Not Required
Job Evaluation Ref No	

Job Purpose

To take a lead role in promoting excellent design at pre application and application stage in all types and scale of planning schemes and in key corporate projects throughout the City and to provide specialist advice on design matters, and ensure a quality, modern, customer focussed and business friendly Urban Design service. Conserve the City's heritage whilst enabling appropriate development across the City.

Directly Responsible For:

Not applicable

Directly Responsible To:

Team Leader Placemaking

Main Areas of Responsibility:

- To take a lead role in promoting good design at pre application and application stage in all types and scale of planning schemes and in key corporate projects throughout the City
- To prepare masterplans and development frameworks and planning policy documents
- To work with the Deputy Team Leader on the preparation of good practice design guidance
- To work within the Planning team to meet the aims and objectives of the service plan and work programme
- To deliver design briefs for key sites in the City, prior to securing development proposals
- To ensure that new development will complement the historic environment.
- Conserve the City's heritage whilst enabling appropriate development across the City
- To work closely with the Policy team to ensure that design and heritage matters are properly integrated into the Policy and Placemaking Team
- To provide specialist advice on inclusive design matters
- To maintain good partnership with key partners of the City Council
- To help in any special project work undertaken by the Planning Team
- To promote and advocate Public Art within the City

- To secure public art as an integral element within the Local Plan and the development management process, especially as part of the S106 Agreements
- To review and update current policy for the production of art in public places policy and to produce planning guidance material and promotional/educational material on best practice
- To represent the City Council through presentations/attendance at conferences
- Embed the Local Plan's vision and strategic priorities in planning decision making to help maximise development opportunities
- To support the professional development of staff and external partners engaged in commissioning art in public places to produce and promote models of good practice
- To use all resources (both time and financial) allocated to specific projects and areas of work effectively and efficiently in accordance with service objectives and the team's work programme
- To monitor, review and ensure a balanced and cost effective discharge of the Service's functions by organising and continuously developing working practices
- Contribute to sustainable development in all duties undertaken
- To participate in all aspects of training and development of staff, including the maintenance of disciplinary standards, as directed. Use all learning opportunities to develop personal skills necessary to improve effectiveness, efficiency and delivery of service in recognition of business and service targets

Supervision and Management Responsibility:

- No supervisory or line management responsibility

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- The post will include sitting for long periods of time with the occasional site visit

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level **2**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- A degree/diploma or equivalent experience in an appropriate subject, such as Urban Design, Architecture, Planning, Public Art, Visual Arts (A/I)

Experience

Essential

- Relevant experience of working on development frameworks, masterplans, development briefs (A/I)
- Relevant experience of working with public and private sector partners and an understanding of development delivery (A/I)
- Demonstrate experience of creating quality environments (A/I)
- Experience of Urban Design within a major urban area (A/I)
- Experience and ability in applying creative solutions to the design of urban environments (A/I)]

Desirable

- Experience of dealing with heritage matters and conserving buildings whilst encouraging appropriate development across the city

Skills/Abilities

Essential

- Evidence of allied skills (e.g. experience of urban design issues in the planning system understanding of place-making, advocacy of good design in the development process pro-active approach to the securing of good design) (A/I)
- Excellent communication skills (A/I)
- Excellent report writing skills (A/I)
- Excellent negotiation skills (A/I)]

Desirable

- Ability to identify problems, set objectives, work to deadlines and monitor results
- Excellent presentational skills
- Excellent ICT skills
- Ability to work as part of a team

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- Commitment to provide a quality service
- Commitment to undertake relevant training in urban design or architecture to recognised qualification level

Other

Desirable

- Self-motivated with the ability to work with a minimum of supervision and be well organised
- A positive pro-active approach to urban design and heritage in an urban authority
- Willingness to attend meetings and events outside normal working hours

