

# Job Description and Person Specification

## Principal Urban Design Officer

A Lambeth to be proud of



## Job Description

<b>Job Title:</b>	<b>Principal Design Officer</b>
<b>Grade:</b>	<b>PO5</b>
<b>Directorate:</b>	<b>Climate &amp; Inclusive Growth</b>
<b>Service</b>	<b>Climate, Planning &amp; Transport</b>
<b>Responsible to:</b>	<b>Team Leader, Design and Conservation</b>
Responsible for:	Urban Design Officer

### Main purpose of post

To provide bespoke specialist input into the service's planning application process, optimising quality design outcomes for a range of new development types across the borough, through the application of architectural design / urban design best practice in accordance with planning policy.

To provide lead specialist design advice on pre-application discussions and Planning Performance Agreement schemes in relation to architectural design / urban design.

To contribute to the preparation of design policy in any future review of the Lambeth Local Plan, design guidance, design codes and characterisation studies and to manage more junior design colleagues on this work.

To deliver best practice through work with Lambeth's Independent Design Review Panel.

### Key Unit Accountabilities

1. Provide specialist advice on all matters relating to architectural design and urban design for the service, in particular for the Planning Performance Agreements (PPA's) programme, advising on a range of schemes including major and complex schemes and regeneration projects being promoted by the council. This will include identifying key issues and make recommendations for creative and practical solutions to resolve problems and deliver good outcomes.
2. To work independently of the Team Leader, taking a lead role on complex PPA schemes cases, carrying out research and preparing and presenting reports on own initiative to senior stakeholders (including councillors and council meetings), liaising with the Team Leader as appropriate.
3. Formulating and interpreting an integrated approach with partners including GLA, Office for Place, Design Council, Historic England and other best practice to ensure the delivery of social and economic regeneration through design excellence.

4. To contribute to the preparation of design codes, design guides and supplementary planning documents and any review of the Lambeth Local Plan. This includes graphic design work and desktop publishing.
5. To prepare planning briefs for key development sites in the Borough, working collaboratively as part of a team approach.
6. To be collaborative, developing positive and respectful relationships with PPA, related stakeholders and Lambeth DRP. This includes corporate, internal and high-profile external clients and partners both at pre-app, application and on-site construction stages.
7. Where required, to attend on site to discuss design issues with applicants and their agents / builders. This to include familiarity with site safety best practice and an ability to move safely around building sites, including ascending and descending scaffolding etc.
8. To represent the Council by preparing and presenting expert and professional evidence at public inquiries, examinations, informal hearings and in court. To include liaison with legal representatives and giving of evidence under cross-examination.
9. To provide high quality professional advice to Members, MPs, senior officers, developers and the public on all aspects of architectural design and urban design. This includes attendance at Planning Applications Committee when required.
10. To maintain an up-to-date knowledge of relevant law, policies, theories, best practices and procedures in the fields of architecture, architectural design, sustainability and construction, townscape / heritage, and urban design where they relate to the planning process with a view to ensuring the council delivers excellence in this area.
11. To deputise, as required, for the Team Leader, Conservation & Urban Design.
12. To represent the council at a local, regional and national level regarding spatial development and wider regeneration, playing an active role in partnership development and joint working, to promote Lambeth as an ambitious, co-operative authority.
13. To plan, programme and prioritise work effectively and actively contribute to the day-to-day functioning of the team, including providing advice, guidance, training and supervision, for colleagues, as agreed with the Team Leader. This includes attendance at team meetings.
14. To work flexibly in undertaking the duties and responsibilities of the job and participate as required in multi-disciplinary and cross-organizational project groups.
15. To oversee, when required, work undertaken by the team's Graduate Urban Designer.

16. To take responsibility, relevant to the post, for ensuring that Council statutes and government legislation is upheld. This includes, amongst others, Management Compliance Charter, Environmental Policy, Data Protection Act, Race Equality Action Plan, Quality Assurance Plan, Health & Safety, Sustainable Construction and Recycling.
17. To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

## Dimensions

### **Staff Management responsibilities**

- required to manage the urban design advice for major schemes and any relevant lead design consultants commissioned by the Council in relation to those schemes.
- The post holder will manage a design officer of lower grade.

### **Budgetary responsibilities**

The Principal Urban Design Officer has no formal budgetary responsibilities.

### **Other**

- The post holder should be prepared to work outside of normal hours, including attending evening meetings, and occasional weekend working.
- The job holder's decision-making authority is determined by Council policy and procedures.
- The post holder may be required to lead consultants commissioned in relation to specific projects, appropriate to the level of the grade.

**PERSON SPECIFICATION**

**Principal Urban Design Officer –PO5**

<p>It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A)</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the two ticks scheme, you will need to give evidence or examples of your proven experience in the areas marked with a “Tick” (✓) on the person specification when you complete the application form.</p>		<p><b>Shortlisting Criteria</b></p>
<p><b><i>For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.</i></b></p>		
<p><b>Qualification</b></p>		
Q1	A relevant degree or post-graduate qualification in architecture, urban design or associated field.	A✓
<p><b>Key Knowledge</b></p>		
K1	Thorough knowledge of all relevant planning legislation, policies and procedures and thorough knowledge of architectural, heritage / townscape and urban design best practice.	A✓
<p><b>Relevant Experience</b></p>		
E1	Experience of the town planning process, and the role of the post as a specialist consultee within that system.	A✓
E2	Experience of providing design advice to applicants, developers and their agents and negotiating on the delivery of design excellence in architecture and urban design.	A✓
E3	Experience in working in programs such as: Adobe Creative Suite (Photoshop, Illustrator, Indesign), Sketch up, AutoCAD and VU-City.	A✓
E4	Experience of giving evidence at public inquiries, examinations and/or hearing and working at a high level of advocacy and sensitivity in dealing with contentious information, combined with a particular awareness of political sensitivities.	

## Core Behaviours

### Equity

Listen to the views of others and ask for their opinions making sure that everyone in my team inputs into the things that matter.

Ensure fairness and justice is at the heart of my decision making and support my team and others.

Take time to build trust, build the respect of our stakeholders and ensure as a team that we take accountability for doing what we agree to do.

Develop others and ensure we work as one team for Lambeth, encouraging everyone to play their part.

Take positive action to ensure everyone in my team has opportunities to learn and grow at work.

Encourage everyone to be themselves at work and value who they are.

I am inclusive and actively celebrate diversity, recognising everyone in my team as individuals.

A✓

### Kindness

Treat each member of my team with respect and dignity just as I would want for myself.

Encourage each member of my team to do their very best work and am available to them to provide support and guidance.

Personalise my support to each team members and look out for them, lending a hand wherever I can.

Encourage everyone to try and learn from mistakes and use integrity to take action with my team to put things right together.

Work with empathy seeking to understand each and every member of team, their unique perspective and circumstances and ensure everyone is heard.

Take the time to communicate, being honest, open and genuine and take the time to get to know team members as individuals.

Show compassion and patience recognising that everyone in the team has unique experience and celebrating the great work they do for Lambeth.

Look after the health and wellbeing of my team members and encourage open and regular discussions about the issues that impact on them, working together to find solutions.

A✓

	<p><b>Accountability</b></p> <p>I encourage and support my team to do the right thing even when it's tough and we communicate our decisions in a timely way.</p> <p>I ensure my team and employees take individual and collective accountability for performance and delivery, making sure that they have clear plans and performance objectives.</p> <p>I ensure my team plan ahead, getting the basics right and take swift action when problems arise.</p> <p>I encourage my team to be risk aware and ensuring that our decisions and actions are informed and understood and communicated to others.</p> <p>I provide regular, timely and constructive feedback to my team. members on their performance and behaviours and act quickly when performance is not on track.</p> <p>I share my learning, knowledge and skills with others thorough coaching and mentoring and encourage others to do the same.</p> <p>I ensure that my team and I put residents, communities, customers and their needs at the centre of everything we do.</p> <p>I encourage my team to learn and grow and ask questions to find the information they need to do their jobs.</p>	<p>A✓</p>
	<p><b>Ambition</b></p> <p>Am proud of our borough and my team and encourage everyone in the team to aim for the highest possible standards of excellence in everything we do.</p> <p>Encourage my team to be flexible and try new things when it's appropriate to do so and tell me what could be improved.</p> <p>Promote a one team for Lambeth approach reaching out to our stakeholders to face our challenges together.</p> <p>Encourage and support my team to be courageous for our residents and communities and stop at nothing to ensure they have the best possible outcomes.</p> <p>I make time for the team to innovate and look for creative ways to do things better, being curious about possibilities.</p> <p>Positively challenge and encourage the team to collaborate and look for solutions together across service and team boundaries.</p> <p>Make time for my team to grow and develop taking advantage of opportunities to learn from each other and others. We plan our learning and career growth.</p>	

## **Market Supplement Payment Criteria for Planning, Building Control and Transport Professional Officers**

### **1. Background**

Following sustained difficulties in recruiting and retaining planning and building control professional officers, a market supplement payment scheme was developed. The scheme was introduced in May 2016 and has the following key features:

- a. To introduce a market supplement of 7% for Development Management, Planning and Policy, Building Control and Transport professional officers defined by a set of rules or criteria.
- b. To allow the scheme to be withdrawn by giving three months' notice to staff and for variation of the rates of additional pay after a notification period of ten days.

The detailed scheme set out below has been developed in consultation with the Council's Human Resource and Legal teams.

### **2. Description of Scheme**

The scheme provides for a market supplement payment of 7% of basic salary to be paid with each month's salary (20% for the Head of Building Control post only).

The market supplement payment is not a contractual entitlement.

The scheme will commence on 1 May 2016 and staff in a qualifying post will receive the payment from that date. The first payment is due with that month's salary in the middle of that month but will be backdated if necessary.

### **3. Awarding criteria**

The market supplement payment will be paid to staff in accordance with the following criteria:

- Market supplement payments are only applicable to posts that have been identified as eligible to receive the market supplement payment.
- Both full-time and part-time staff with a contract of employment are eligible for the payment.
- Staff who take up an eligible post after the start of a month are eligible for a pro-rata payment from their start date, in post, with their first month's salary.
- If staff are promoted or seconded to another post eligible for the supplement then the payment will be awarded on a pro-rata basis.
- Where staff are promoted from a post identified as eligible for the supplement to one which is not, payment will be pro-rated for their time in the qualifying post.



#### **4. Evaluation**

The Planning, Transport and Development team will keep the need and financial viability of the market supplement scheme under regular review and may:

- Withdraw or suspend the scheme by giving three months' notice to staff.