


GLPC Job Description

	Job Title	Principal Urban Design Officer
	Directorate	Neighbourhoods and Regeneration
	Department	Planning and Development Services
	Grade	PO5
	Reports to	Placemaking Manager
	Staffing Responsibility	1x Urban Design Officer 1x Placemaking Officer

Job Purpose:

Through the application of high level urban design skills, ensure that the growth and regeneration of the borough is delivered through the Brent Local Plan and associated supplementary planning documents and contribute towards the delivery of the aspirations of the Borough Plan.

Provide urban design input into strategically important planning applications, masterplans, site allocations and planning briefs.

Principal Accountabilities and Responsibilities:

1. Make a positive contribution to the delivery of the service, this will include working flexibly and positively to achieve the objectives of the council.
2. Manage and lead staff to achieve high performance and effective operational delivery, including developing and improving staff capability.
3. Manage a customer focused service and the effective use of resources.
4. Ensure that the council's overall vision, values and ethos are central to the requirements of the service.
5. Support effective working relationships and act as an ambassador and advocate with external organisations
6. Keep up to date with developments in service delivery and best practice to ensure the service performs effectively and to the highest standards.
7. Responsibility for the delivery of allocated projects in the Local Plan programme such as design related Supplementary Planning Documents, within project deadlines and budget limits and provide highlight reports on the financial and risk management of those projects.
8. Take ownership of and develop projects with a focus on the delivery of the place making and urban design aspects of the Local Plan, for a range of projects with high levels of complexity.
9. Judge the merits or otherwise of plans and development proposals from developers, including the Council, from an urban design perspective and to provide high quality professional and technical advice on urban design matters and make recommendations as appropriate, for a range of projects with high levels of complexity.
10. Provide urban design advice and input into masterplans, site briefs, pre- applications and planning programme agreements and make a noticeable improvement to the design and public realm of the borough, for a range of projects with high levels of complexity, delivering the

aspirations and objectives of the Local Plan and Borough Plan.

11. Represent the council at inquiries and examinations to defend the council's urban design position.
12. Promote partnership working within the council and with external stakeholders such as the GLA, TfL, Old Oak Common and Park Royal Development Corporation (OPDC) and neighbouring boroughs.
13. Manage the Quality Review Panel and Community Review Panel in partnership with external provider.
14. Manage budgets allocated to a series of projects within the Local Plan programme with a focus on urban design and spatial planning such as Design Codes and lead on the organisation of an inaugural Brent Design Awards (with the view to running them every 2-3 years thereafter)
15. Engage, meet and brief Members on all urban design matters.
16. Promote customer satisfaction when delivering Spatial Planning Services.
17. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.
18. Carry out duties with due regard to the Council's Customer Care, Equal Opportunities, Information Governance, Data Protection, Health and Safety and Emergency Planning & Awareness (including to provide assistance where available) policies and procedures.
19. Employees should embed environmental sustainability into their work, actively contributing to Brent becoming a carbon-neutral borough in 2030.
20. Undertake any other duties commensurate with the general level of responsibility of this post.

DBS Status	No check required
Politically Restricted	Yes

Person Specification

	<p>To be identified by: Application Form(A) Test/assessment (T) Interview (I) (Please indicate all that apply)</p>
<p>Qualifications and Professional Membership requirements:</p> <ol style="list-style-type: none"> 1. Postgraduate degree in a subject closely related to urban design or spatial planning 2. Eligible for membership of a professional institute closely relevant to urban design 	<p>A</p> <p>A</p>
<p>Knowledge (please specify all essential criteria):</p> <ol style="list-style-type: none"> 1. From an urban design perspective, a comprehensive understanding of current issues & developments affecting planning, regeneration & local government in London 2. Policy: comprehensive understanding of main central government & development plan policy issues 3. Law: comprehensive understanding of spatial planning legislation & good appreciation of related legislation including local government legislation 4. General level of political awareness & comprehensive knowledge of the operation of local government 	<p>A/T/I</p> <p>A/I</p> <p>A/I</p> <p>A/I</p>
<p>Experience (please specify all essential criteria):</p> <ol style="list-style-type: none"> 1. High level ability to apply urban design principles to the spatial planning/regeneration process 2. Substantial experience of major issues related to spatial planning in a large, complex organisation^[1]_[SEP] 3. Experience of public meetings, member level meetings or committees, plus working to complex constitutional procedures 	<p>A/I</p> <p>A/I</p> <p>A/I</p>

Skills and abilities (please specify all essential criteria):	
1. Writing: display high level of ability in letter writing; clear reports on complex or controversial issues; exhibit a clear and comprehensible writing style in line with Plain English principles	A/I/T
2. Ability to utilise technologies in a planned and programmed manner	A
3. Ability to appreciate and articulate visual and aesthetic concepts and to conduct primary research, analyse, interpret and summarise large amounts of information	A/I
4. Highly proficient in urban design skills	A/I/T
5. Ability to time manage and prioritise	A/I
6. Ability to work effectively under pressure and handle stress	A/I
7. Demonstrable ability to take tactical decisions and achieve high quality and high level outputs through the practical application of project management techniques	A/I
8. Innovative thinker and ability to analyse and weigh complex issues	A/I
9. Good understanding of the dynamics of team working	A/I
10. Ability to be assertive	A/I
11. Proficient in negotiation skills and highly effective listening, questioning and reasoning ability	A/I
12. Good level of verbal communication	A/I/T
13. Effective presentation skills with the ability to present non-controversial items at Committee	A/I
14. Customer care proficiency	A/I
15. Competent line management skills	A,I
16. Ability to performance management own and direct report's workload and meet performance targets	A,I
17. Ability to carry out required site visits	A

List desirable criteria:	
1. To be prepared to attend evening and weekend meetings (e.g. committees and events within the borough) and from time to time and to work hours required to meet pressing deadlines that may exceed contracted hours	A
2. Proficient at using design-related software e.g. Adobe Creative Suite, SketchUp, AutoCAD.	A