# 

# BRIGHTON & HOVE CITY COUNCIL

**JOB DESCRIPTION QUESTIONNAIRE**

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| **Job Title:** | Senior Design Officer |
| **Reports to:** | Planning Manager – Lead Professional |
| **Department:** | Environment, Economy and Culture |
| **Section:** | Planning & Building Control |
| **Date written:** | November 2020 |

**Purpose of the Job**

Champion the role of excellent design and place-making in the Planning Service and wider Council and provide clear, timely and positive design/place-making advice to Planning and other services which will include the preparation of policy and guidance; advice on new development; working collaboratively with wider teams in the city council; to lead on helping to shape healthy and sustainable places, and deliver the city’s adopted plans, strategies and objectives.

**Principal Accountabilities**

1) As a consultee provide specialist, balanced advice for more complex and major pre-applications, planning applications and appeals in relation to design, and place-making, including taking account of historic and built heritage conservation and liaising with the Heritage Team. This should be provided in a timely manner and be reasonable and realistic.

2) To participate in multi-disciplinary teams, providing specialist advice to secure high quality developments as part of the agenda to secure regeneration and investment in the city.

3) To take an open approach in relation to proposals which incorporate contemporary design and historic buildings/environments, and as appropriate, provide practical advice, in liaison with the Heritage Team, on how design can be used to conserve and enhance important assets.

4) Work with the Development Management Team to provide an excellent pre-application & Planning Performance Agreement service which provides certainty and clarity on design matters and work together with partners and applicants to discuss issues and find the best solutions.

5) Work collaboratively with applicants, internal and external partners, providing specialist advice to shape high quality urban design frameworks including Development Plans, masterplans and design codes for new development, including the Council’s Regeneration programme. These are, where possible, developed with the industry, local communities and internal and external partners.

6) Work collaboratively with internal partners, advising on area-wide development strategies and appropriate planning routes for council-led projects.

7) Refer appropriate applications to design review panel and participate and provide assistance with the interpretation of advice provided through design review process.

8) Support in the preparation and presentation of the Council case at planning appeals: hearings and public enquiries acting as the council’s expert witness on urban design issues, including advising on issues at Planning Committee when required.

9) Develop and undertake initiatives which actively engage and educate our local communities in urban design and promote exemplary schemes permitted/delivered in the city through the planning process.

10) Provide training and guidance to support Development Management in assessing pre-applications, applications and appeals with less complex urban design considerations.

11) Develop web-site material in relation to urban design to maximise opportunities for self-service and preparation of material for public consultation and attendance at for example public exhibitions and public meetings.

12) Where required, provide responses to consultations on national policy and guidance documents.

13) Contribute to a culture of continuous improvement and work with the rest of the team to propose and take ownership of measures to improve service delivery.

14) Contribute to the development of Service priorities and ensure you focus your resources on activities which deliver those priorities and respond to customer requirements.

14) Consistently achieve performance targets and ensure it is reported regularly. As well as celebrating success with the team

**General Accountabilities**

To co-operate in the implementation of the council Health and Safety policy

In particular: as set out in section 4.5 of the Health & Safety Policy:

* To take due care of their own health and safety and that of others, who may be affected by their acts and mistakes at work
* To use equipment according to instructions
* To ensure that they do not use facilities and equipment recklessly or interfere with the safe use of equipment, materials or systems
* To report any unsafe act, or condition, any accident or incident according to Health and Safety Policy

To uphold and carry out the duties of the post with due regard to the City Council’s Equalities and Equality in Employment Policies.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

## The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

**BRIGHTON & HOVE CITY COUNCIL**

**PERSON SPECIFICATION**

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| **Job Title:** | Senior Design Officer |
| **Reports to:** | Planning Manager – Lead Professional |
| **Department:** | Environment, Development & Housing |
| **Section:** | Planning & Building Control |

### Essential Criteria

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| **Job Related Education, Qualifications and Knowledge** | * Hold a Degree or Diploma in a recognised design or urban design qualification or an equivalent level of experience. Additional education in a related discipline, such as public realm or landscape architecture desirable. * Membership of a recognised urban design or design group is desirable |
| Experience | * Significant experience in role-related employment at a professional level |
| Skills and Abilities | * Highly developed communication and interpersonal skills, able to influence decision making, negotiate, develop strong relationships with key members and partners at all levels and present and discuss information with authority when representing the service/council * High level of political awareness and sensitivity * Able to work to tight statutory deadlines and under pressure. * Problem solving, ability to think laterally and innovatively * Able to work collaboratively with a mixed team with a variety of skills |
| **Equalities** | * Evidence of the application of good equalities practice and how this relates to service delivery |
| **Other Requirements** | * Able to work outside normal officer hours as required |