



Job Description

Job Title	Urban Design Officer
Directorate	City Development
Service Area	Planning
Grade	Grade 7
Competency Level	2
Salary	£36,298 to £41,496
Job Type	Office Based
Location	City Wide
Disclosure and barring service (DBS)	Not Required
Job Evaluation Ref No	

Job Purpose

To help promote and achieve excellent design and to provide specialist advice on design matters on all types and scale of planning schemes, planning policy or other corporate priorities. Conserve the City's heritage whilst enabling appropriate development across the City and ensure a quality, modern, customer focussed and business friendly service.

Directly Responsible For:

None



Directly Responsible To:

Placemaking and Policy Manager

Main Areas of Responsibility:

- To help promote good design at pre application and application stage in all types and scale of planning schemes and in key corporate priorities throughout the City,
- To help in the preparation of masterplans and development frameworks.
- To contribute to 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 help 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 development plans team to ensure that design and heritage matters are properly integrated into the Local Plan process.
- To maintain good partnerships working with CABE and 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 assist with the provision of specialist advice on inclusive design matters
- 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
- 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
- Embed the Local Plan's vision and strategic priorities in planning decision making to help maximise development opportunities.

Supervision and Management Responsibility:

- Ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development.

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:

None

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.



Personal 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. * (AI)

Desirable

Experience

Essential

- Relevant experience of working on development frameworks, masterplans, development briefs.* (AIP)
- Relevant experience of working with public and private sector partners and an understanding of development delivery.* (AIP)

Desirable

- Experience of dealing with heritage matters and conserving buildings whilst encouraging appropriate development across the City.(AI)
- Relevant experience of working with Public Art including commissioning and funding. (AI)



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. (AIP)
- Excellent communication skill. (AIP)
- Excellent report writing skill. (A)
- Excellent negotiation skills. (AI)
- Ability to work as part of a team. (AI)

Desirable

- Excellent presentational skills.
- Excellent ICT skills.

Commitment

Essential

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council.
- Commitment to service improvements and providing a first class customer focussed service.



- Commitment to undertake relevant training in urban design or architecture to recognised qualification level.

Other

Essential

Desirable

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