**Job Profile Comprising Job Description and Person Specification**

**Job Description**

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| **Job Title:**  Principal Conservation and Urban Design Officer | **Grade**:  PO5 |
| **Section:**  Planning and Transport Strategy Division  Spatial and Transport Planning Service | **Directorate:**  Environment and Community Services |
| **Responsible to following manager:**  Spatial Planning and Design Team Manager | **Responsible for following staff:**  Principal Urban Design Officer  Senior Conservation and Urban Design Officers  Conservation and Urban Design Officers |
| **Post Number:** RWE3239 | **Last review date:** July 2021 |

**Working for the Richmond/Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose:**

To deliver high quality, robust and transparent decision making within tight time frames on conservation and urban design matters to ensure that the Planning and Transport Division is recognised as delivering an excellent planning service for all of our customers. The Principal Officer will act as a professional expert and lead a team of conservation and urban design officers, providing comprehensive and detailed advice on high profile planning applications, pre-application advice requests and correspondence to agreed and identifiable timescales, to deliver a successful planning outcome and provide a high-quality urban environment / public realm and to protect the boroughs’ heritage assets. In conjunction with the Programme and Change Delivery Manager, the Principal Officer will manage the day-to-day resources within their team and ensure that corporate and national targets are met and exceeded. To coach and supervise junior planning officers to help them acquire the skills and knowledge so that they can become self-reliant in dealing with technical and people issues as required.

**Specific Duties and Responsibilities:**

1. Responsible to the Spatial Planning and Design Team Manager for taking the lead on and personal responsibility for the full range of conservation and urban design case work, including the preparation of conservation and urban design related policy and guidance notes and advice on a range of development schemes including pre-application advice, the processing of detailed specialist comments on highly complex and high-risk applications and correspondence. Ensuring it is effectively and efficiently carried out to identifiable deadlines in a manner which is successful in meeting corporate targets and objectives with an emphasis on protecting the borough's heritage assets.

1. Responsible for ensuring the development of high quality urban design guidance, including design guides and design codes where required. Ensure the provision of high quality input into the boroughs’ development plan and supplementary planning documents, and as required ensuring the development of high quality and effective evidence base studies supporting such plans and documents.
2. Responsible for ensuring high quality advice is provided on planning applications and pre-applications and ensuring that all advice and correspondence comply with Council policy and other material considerations. This includes ensuring the successful administration, governance and management of Richmond’s and Wandsworth’s Design Review Panels and Design Awards as necessary. In addition, this post takes responsibility and oversees the work on Tree Preservation Orders in Wandsworth borough, including liaising with internal and external stakeholders on this matter.
3. In collaboration with the Spatial Planning and Design Team Manager as well as the Programme and Change Delivery Manager, ensure the smooth running of the team’s services, taking responsibility for delivering and completing projects, programmes and tasks within agreed timeframes. This includes ensuring effective performance monitoring against agreed performance indicators.
4. Proactively works with the Spatial Planning and Design Team Manager and Programme and Change Delivery Manager to identify issues and implements solutions as necessary to a facilitate the shift to a ‘one-team’ service provision approach across the SSA Spatial Planning and Design Team.
5. Is proactive in identifying issues and proposing improvements within the context of current and future service requirements in order to continually deliver high quality, customer focused planning services to customers and managers.
6. To plan and undertake a programme for the preparation and review of Conservation Area Appraisals and Management Strategies / Plans as required to ensure an up-to-date guidance is available for all conservation areas.
7. To take the lead in implementing identified agreed projects to deliver organisational objectives, continual improvements and efficiencies in ensuring a high-quality customer focused service, liaising closely with the Spatial Planning and Design Team Manager as well as the Programme and Change Delivery Manager.

1. To ensure that all policy and best practice and committee reports (and correspondence) are well written and accurate, and set out coherent and robust recommendations based on the Councils’ planning policies and other material considerations.
2. Coach and facilitate the acquisition and development of skills and knowledge in others so that they are better equipped to be self-reliant in dealing with technical and people issues.
3. Present to the Wandsworth Strategic Planning and Transportation Overview and Scrutiny Committee, the Richmond Environment, Sustainability, Culture and Sports Committee, Wandsworth Conservation Area Advisory Committee or other appropriate committees, and other internal and public meetings, on complex and/or controversial planning matters in a clear and concise manner, including providing professional advice to Members.
4. To provide advice and guidance on complex or high-risk issues, particularly where precedent is less readily available including that of new legislation and initiatives relating to technical, operational and contractual aspects of Conservation, Urban Design and Development.
5. Working in collaboration with the Programme and Change Delivery Manager, to ensure key performance indicators, targets and customer service standards are fully up to date, using service wide electronic recording and monitoring systems and that proactive action is taken to ensure that those performance indicators, targets and standards are met.
6. To take personal responsibility for the preparation of evidence, including presenting evidence at Public Inquiries, Hearings and in writing. Liaising closely with the Programme and Change Delivery Manager, taking a project management role including briefing and commissioning Counsel and independent consultants /experts and specialist advice as necessary.
7. To initiate, participate in and lead on matters relating to compliance and enforcement matters, taking responsibility for effective negotiation and conflict resolution to ensure high quality innovative outcomes that reflect Council-wide objectives and policies.
8. Demonstrate an ability to build and develop strong working relationships both inside and outside the service in order to deliver departmental and corporate objectives, to mitigate risk and to be an ambassador for the planning function in these interactions.
9. Maintains an up-to-date knowledge of relevant legislation and national policy and guidance and takes a proactive approach to relevant changes in these, recommending revised procedures and practices and managing the implementation of those revisions.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
* To adhere to security controls and requirements as mandated by the SSA’s policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
* To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
* The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Additional Information**

Not applicable.

**Current team structure**

**Person Specification**

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**Our Values and Behaviours**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

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| **Person Specification Requirements** | **Assessed by**  **A**  **&** **I/ T/ C (see below for explanation)** |
| **Knowledge** | |
| Comprehensive knowledge and understanding of Planning and Listed Building legislation, policy guidance and circulars, practice and case law and the ability to apply that knowledge to delivering a responsive, high quality service to a diverse case work in Conservation, Urban Design and Development. | A/I/T |
| Knowledge and understanding of how to implement effective customer relations and customer care practices. | A/I/T |
| Knowledge and understanding of project and performance management and staff development and the ability to apply that knowledge to setting challenging targets for yourself and team members to ensure optimum service delivery. | A/I/T |
| **Experience** | |
| Ability to balance the requirement to apply planning policy to the demands of the development sector. | A/I/T |
| Proven experience of providing creative solutions to problem solving and demonstrating a “can-do” attitude to improvements in service delivery including solutions involving the web and IT systems. | A/I/T |
| Experience of successfully leading and delivering a change and / or service improvement programmes within a complex organisation | A/I/T |
| **Skills** | |
| Ability to manage the deployment of resources on a day-to-day basis to ensure that they are allocated to optimise efficiency and effectiveness to deliver a quality service at speed. | A/I/T |
| Ability to organise own workload and work within agreed timeframes to maintain high quality decision making at speed and to achieve set deadlines and targets. | A/I/T |
| Effective supervisory skills and the ability to coach junior staff so that they can become self-reliant in dealing with technical and people issues. | A/I/T |
| Ability to apply appropriate techniques to motivate teams and individuals at work to ensure the delivery of a high quality, high performing service with quick turnaround times. | A/I |
| Articulate in written and oral communication skills with particular reference to report and letter writing, public speaking, presentation skills and communicating with Members, the public, staff and other professionals. | A/I/T |
| Well-developed inter-personal skills. | A/I |
| A clear understanding and commitment to take effective action to promote equality and the value of diversity in service delivery and employment. | A/I |
| Flexible approach to working hours, location and getting the job done and the ability to attend meetings and other events outside normal working hours, occasionally at short notice. | A |
| **Qualifications** | |
| Fully qualified in planning, urban design, building conservation, architecture, architectural history or landscape architecture, and member of the RTPI, IHBC, RIBA or equivalent professional body. | A/C |

**A – Application form**

**I – Interview**

**T – Test**

**C – Certificate**