

# Job Description



South  
Cambridgeshire  
District Council

<b>DEPARTMENT</b> Planning	<b>LOCATION</b> Cambourne/ Cambridge
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<b>JOB TITLE</b> Urban Designer	<b>POST NUMBER</b>
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<b>GRADE</b> Grade 4	<b>SCP RANGE</b> SCP 20-25
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<b>RESPONSIBLE TO</b> team leader i	<b>RESPONSIBLE FOR</b> N/A
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<b>HEALTH CONSIDERATIONS/RISK/SURVEILLANCE REQUIRED</b> Carrying out of site visits, normally unaccompanied. VDU habitual user
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## Description Of Duties And Responsibilities

### Dimensions of the Job

Work content could include planning applications, related appeals and enforcement activity, area-based planning strategies including neighbourhood plans, planning briefs and other projects, the preparation and monitoring of the Local Plan and associated research and evidence base, supplementary planning guidance and other policies and projects for specialist areas such as Ecology, Landscape, Urban Design and Conservation. All work will be recorded onto a departmental system (currently APAS) with workflow, document and media management and spatial mapping. Customer communication will increasingly be through this web-based environment.

### Key Contacts/Communication Links

#### Internal

Joint Director for Planning and Economic Development for Greater Cambridge , Head of Development Management, Planning Policy Manager, Planning Team Leaders, Enforcement Officer, Building Control Manager, Officer Manager, Legal Officer, Members of Council, Environmental Health officers and employees from other departments.

#### External

A wide variety of persons in the local community, both local residents and the business community. In addition a wide range of professional and non-professional contacts including developers, planning consultants, architects, SCDC and City Councillors and members of the County and City Councils,

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Members of Parliament, Parish Councils and Residents Associations There are also wide-ranging links with partner agencies and neighbouring authorities.

## **Key Responsibilities/Specific Duties**

### **Key Responsibilities:**

- 1) To undertake planning and project activities in relation to:

#### **Built and Natural Environment Team**

- To support specialist officers (Conservation, Ecology, Landscape Design and Urban Design) in providing advice for planning applications
  - To contribute to projects for Conservation, Ecology, Landscape Design and Urban design
  - Contribute to the development of area-based strategies, planning and urban design site briefs and other Supplementary Planning Documents and to engage the public in their production.
  - Prepare maps, diagrams and plot data using spatial mapping systems
  - To contribute to the necessary programme of survey, analysis, and research associated with the preparation of planning policies.
  - To assist with public participation exercises, including recording and analysis of representations.
- 2) To keep abreast of, ensure compliance with and advise upon the relevant legislation, policies and decision making frameworks in relation to the assigned role
  - 3) To develop an understanding of partners and other key stakeholders in relation to the role and when required actively contribute to partnership initiatives
  - 4) To communicate effectively with other teams and services within the Council
  - 5) Seek, listen and respond to the views and ideas of staff and customers
  - 6) Consistently achieve performance targets and celebrate success with team
  - 7) To develop, update and act on own personal development plan, and be ready to share learning with others
  - 8) To work in a way and undertake initiatives that makes best use of resources and seek to generate income for the Service
  - 9) Any other duties relevant to the grade of the post, as may be required from time to time.

### **General to all job descriptions**

To comply with the Council's Equal Opportunities policy, Code of Conduct and other relevant policy, procedures and legislation

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To comply with / ensure compliance with the Council Data Protection Policies and the Data Protection Act and other relevant legislation.

This post carries specific responsibilities for Health and Safety in particular the carrying out/updating of Risk Assessments.

South Cambridgeshire District Council's Safety Policy and other safety procedures and guidelines are deemed part of this job description. Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must co-operate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

The responsibilities outlined above cannot totally encompass or define all tasks that may be required of the post-holder. The outline of responsibilities given above may, therefore, vary from time to time without materially changing either the character or level of responsibility or grade.

Job Description Raised (Date)

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Signature of Director/Chief Officer

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Signature of Manager

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Signature of Employee

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