# **Job Description**

**Job title: Urban Designer**

**Grade: 6/7 (career grade)**

**Post number: GLA 1022**

**Directorate: Development, Enterprise and Environment**

**Unit: Planning**

**NOTE: ALL POSTS ARE GENERIC AND APPOINTMENTS CAN BE MADE TO ANY PART OF THE GLA PLANNING UNIT: LONDON PLAN & POLICY, DEVELOPMENT & PROJECTS OR LOCAL PLANS**

**Job purpose**

1. To support strategic planning and spatial contributions to the development, monitoring and review of all the Mayor's strategies, particularly the Spatial Development Strategy (London Plan). Ensure spatial policy aspects are coordinated, consistent and up to date.
2. To assist in providing advice on, and research into, current and emerging strategic planning matters, spatial development trends and issues facing London. This post will have particular responsibility for urban design.
3. To provide spatial planning and urban design advice to GLA group staff on development management, Local Development Documents and other mayoral concerns, including those arising from the proposals of other organisations.
4. Assist in the production of London Plan Opportunity Areas and related planning frameworks (OAPFs) that interpret strategic and local policy and guide area-base significant development and growth areas.
5. Process applications for developments of potential strategic importance (PSI) referred to the Mayor and engage with London Boroughs and applicants.

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**Principal accountabilities**

1. Assist with
2. spatial strategies: development, monitoring and review of the Mayor's strategies, especially the spatial and economic development, housing and transport strategies;
3. processing strategic planning application referrals and negotiating Section 106 agreements;
4. conformity monitoring and advice on borough development plan documents, local plans and associated local plan-making statutory and supplementary planning documents;
5. the production of Opportunity Area Planning Frameworks;
6. Briefings and reports for the Mayor, Assembly and other organisations on planning and spatial development issues.
7. Assist in the design, management and completion of relevant policy development projects and research.
8. Assist in providing advice on planning briefs, development proposals and the plans and strategies of other agencies especially Local Development Documents and the development plans of adjacent authorities
9. Contribute to coordination, liaison and engagement processes necessary to address spatial development and planning issues.
10. Assist in the preparation of responses on behalf of the GLA to complex issues raised by the public and diverse agencies.
11. Work with GLA group staff and external organizations including boroughs, partnerships, consultancies, academic and voluntary agencies to address the Mayor’s planning and spatial development concerns.
12. Assist in the representation of the Mayor’s planning and development policies, concerns and objectives to examinations in public (including those into Local Development Documents), commissions and public inquiries.
13. Realise the benefits of London’s diversity by promoting and enabling equality of opportunities and promoting the diverse needs and aspirations of London’s communities.
14. Realise the benefits of a flexible approach to work and participate in multi-disciplinary, cross-department and cross-organisational groups and project teams.

**Key relationships**

Accountable to: Principal Strategic Planner.

Accountable for: Resources allocated to the job.

Principal contacts: The Mayor and Deputy Mayor, Mayor’s Office (advisors), other staff, functional bodies, key stakeholders, London borough councils, external consultants.

**Person specification**

## Technical requirements/experience/qualifications

Grade 6

1. Substantial progress towards either a degree in Planning or Architecture/Urban Design or equivalent or post graduate qualification.
2. Knowledge and understanding of national, regional and London strategic planning and development issues, legal processes, policy trends, and broad knowledge and understanding of local planning issues and processes and a knowledge of urban design and place making.
3. Evidence of an ability to investigate, analyse and present policy and urban design solutions for planning issues.
4. Excellent communication skills; and evidence of ability to prepare clear and concise reports, presentations and briefings, including an ability to illustrate ideas through mapping and graphics presentations.
5. Good working knowledge of graphic design and GIS programmes.

### Grade 7

1. Qualification in planning or architecture/urban design with at least 1 year’s post-qualification professional experience.
2. Knowledge and broad understanding of national, regional and London strategic planning, policy and development issues and trends.
3. Broad understanding and experience in either: strategy or policy production, local plan-making and supplementary planning documents, projects and development frameworks, development management and strategic planning application assessments.
4. General understanding and experience of infrastructure planning, delivery and funding mechanisms, including S.106 agreements and community infrastructure levy (CIL).

## Behavioural Competencies

**Communicating and Influencing**

..is presenting information and arguments clearly and convincingly so that others see us as credible and articulate, and engage with us

##### Level 2 indicators of effective performance

* Communicates openly and inclusively with internal and external stakeholders
* Clearly articulates the key points of an argument, both in verbal and written communication
* Persuades others, using evidence based knowledge, modifying approach to deliver message effectively
* Challenges the views of others in an open and constructive way
* Presents a credible and positive image both internally and externally

### Strategic Thinking

..is using an understanding of the bigger picture to uncover potential challenges and opportunities for the long term and turning these into a compelling vision for action.

##### Level 1 indicators of effective performance

* Understands how own and team’s work contributes to the delivery of the GLA’s objectives
* Uses understanding of different parts of the organisation to accomplish goals and objectives
* Understands what specific actions need to be taken to contribute to organisational objectives
* Shows consideration for wider organisational implications of personal work

### Managing and Developing Performance

…is setting high standards for oneself and others, guiding, motivating and developing them to achieve high performance and meet the GLA’s objectives and statutory obligations.

Level 1 indicators of effective performance

* Keeps up to date with new processes and information in own role
* Seeks opportunities to develop, taking responsibility for own personal development plan
* Takes a methodical and consistent approach to completing work in line with personal objectives
* Seeks clarity on objectives, ensuring a good understanding of expectations
* Openly shares constructive feedback, supporting the delivery of own and others’ work

### Decision Making

…is forming sound, evidence-based judgements, making choices, assessing risks to delivery, and taking accountability for results.

##### Level 1 indicators of effective performance

* Takes personal responsibility for own decisions
* Makes straightforward decisions to progress own work
* Asks others for input, recognising the benefit of more than one perspective
* Understands which decisions are within own area of responsibility and which to pass to others
* Understands the risks associated with decisions, informing others of these risks

### Planning and Organising

…is thinking ahead, managing time, priorities and risk, and developing structured and efficient approaches to deliver work on time and to a high standard.

##### Level 1 indictors of effectiveness

* Plans and prioritises own workload to meet agreed deadlines
* Advises colleagues or manager early of obstacles to work delivery
* Perseveres and follows work through to completion
* Checks for errors to ensure work is delivered to a high standard first time
* Effectively juggles priorities.

### Problem solving

..is analysing and interpreting situations from a variety of viewpoints and finding creative, workable and timely solutions

Level 2 indictors of effectiveness:

* Processes and distils a variety of information to understand a problem fully
* Proposes options for solutions to presented problems
* Builds on the ideas of others to encourage creative problem solving
* Thinks laterally about own work, considering different ways to approach problems
* Seeks the opinions and experiences of others to understand different approaches to problem solving

### Research and analysis

..is gathering intelligence (information, opinion and data) from varied sources, making sense of it, testing its validity and drawing conclusions that can lead to practical benefits.

##### Level 2 indicators of effectiveness

* Proactively seeks new information sources to progress research agendas and address gaps in knowledge
* Grasps limitations of or assumptions behind data sources, disregarding those that lack quality
* Analyses and integrates qualitative and quantitative data to find new insights
* Translates research outcomes into concise, meaningful reports
* Identifies relevant and practical research questions for the future.

**Progression within linked grade 6/7**

Appointment to this post will normally be made at the bottom of Grade 6. Progression within the linked Grade from Grade 6 to Grade 7 may take place from Grade 6 increment point 3 subject to consistent evidence from Performance Reviews that the post holder has demonstrable ability to meet at least four of the higher level competencies of the Senior Strategic Planner posts taking account of:

* length of experience
* depth of experience in subjects and processes relevant to the duties of the post
* extent of experience in subjects immediately relevant to the duties of the post, and in those of wider value to the Authority
* level and extent of project management experience
* performance in terms of quality of output and outcomes, delivery against timelines, initiative, leadership, mentoring and capacity for independent, authoritative working

### Reasonable adjustment

Reasonable adjustment will be made to working arrangements to accommodate a person with a disability who otherwise would be prevented from undertaking the work.