

Job Description and Person Specification



Job Description

Job Title	Urban Design & Heritage Manager
Grade	8
Service	Streetscene & Regulatory Services
Reports to	Head of Planning Policy & Environment
Location	City Centre - Friargate
Job Evaluation Code	



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

1. Deliver a high-quality Urban Design and Heritage service in a way that contributes to the achievement of the City Council's vision and objectives for a growing and sustainable city.
2. To act as the principal technical advisor and expert on design and lead on heritage matters ensuring delivery of the service in line with national, regional and local policies.
3. To deputise for the Head of Planning Policy and Environment where necessary.

Main Duties & Key Accountabilities

1. To manage, motivate and lead staff in the day-to-day operations to ensure the provision of an excellent Design, Conservation and Archaeological service to businesses, applicants, landowners, residents, community groups, amenity groups and other interested parties and customers.
2. Recruit, manage and develop staff ensuring staff are equipped, trained, and motivated to deliver the services required of them.
3. To act as the Council's principal advisor and lead on design and heritage matters providing a professional and high-quality advice service to:
 - a. Promote and develop projects which aid the economic and physical regeneration of the city;
 - b. Support applications for grant aid and other approvals;
 - c. Assist Senior Management, Cabinet and Elected Members in assessing the merits of development proposals;
 - d. Project manage conservation and archaeology capital projects;
 - e. Support the Development Management process by providing technical comments/sketches/recommendations on planning applications and pre application enquiries to add value to the process;
 - f. Monitor the condition of heritage assets and areas;
 - g. Assess the appropriateness of heritage designation, listing or scheduling and ensure records are maintained;
 - h. Assist with the preparation and implementation of policies, strategies, masterplans, planning briefs and marketing documents in line with Corporate Objectives and National Policy in order to promote, guide and manage development within the city.
4. To work with internal and external partners to promote and bring forward environmental and heritage improvements and represent the Council at National, Regional and local partnership events and the Section at meetings such as Planning Committee, Cabinet Meetings, Advisory Panel and Member Briefings.

5. Work closely with the Council's Public Realm team contributing to the implementation of the City Council's lighting, public art, streetscape signage and information strategies. Working with designers, lighting engineers, building owners and occupiers, artists etc in bring forward appropriate projects to best deliver such strategies.
6. Undertake feasibility studies and devise, initiate/undertake any necessary surveys, assessments, and consultations with appropriate technical assistance and in liaison with surveyors to determine the appropriate design requirements for development sites.
7. Promote the value of, and establish high standards in, urban design and conservation amongst all types of partners (as well as the public), including assisting in the production of exhibitions, guides, and other promotional activities.
8. Manage capital and revenue budgets and exercise financial responsibility in a pro-active manner to best achieve the Council's priorities and maximise income and other funding.
9. Maintain a good knowledge of design trends, techniques and expertise and their practical application to ensure consistently high standards of professional practice within the economic context.
10. Represent the Directorate at Cabinet, Cabinet Member meetings, Panels, Members Groups, Tribunals, Courts, Inquiries, and in public meetings, etc.
11. Be proficient in the use of IT software to ensure appropriate records and files are maintained.
12. Contribute actively to the achievement of a good customer focused approach to service delivery within the section, participating in the development and maintenance of quality systems to ensure continuous monitoring and improvement to service quality and customer satisfaction for the service provider.
13. Be able to work on own initiative and as part of a team, demonstrating flexibility in the approach to work as required by the service.
14. Any other duties and responsibilities within the range of the salary grade

Key relationships

External	Internal
Applicants in the planning process External public enquiry External interest groups National Design & Heritage bodies	Planning Policy Development Management Highways & Infrastructure Public Realm CCC Property

Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder:

- Conservation Officer
- Archaeology Officer
- Urban Design Officer

Person specification

Job Evaluation Code	
Knowledge	
Substantial knowledge of urban design theory and practice, principles of lighting design and public art.	
Knowledge of conservation and archaeology principles practice and law	
Knowledge of the planning, regeneration and development process including economics, cost planning, valuation and different forms of contract	
Knowledge of customer care and the principles of equal opportunities in providing a urban design and heritage function	
Knowledge of technical building standards	
Knowledge of project management principles	
Skills and Abilities	
Leadership / management skills to manage and motivate a team of professional and technical staff in order to achieve service objectives in agree time constraints effectively and efficiently	
Financial management skills	
Well-developed communication skills for a range of audiences and mediums	
Excellent negotiation skills in order to seek solutions	
Innovative approach to problem solving	
High quality site design resolution skills to guide development proposals	
Ability to prioritise and manage resources effectively to deliver projects on time and within budget	
Good design, drawing and illustrative ability which should include the use of 3D modelling software	
Be proficient in the use of IT packages including AutoCAD and graphic design software.	
Able to demonstrate a flexible approach to work patterns and systems, work effectively as part of a team and on own initiative.	
Experience	
Experience of working in a political environment with an awareness and appreciation of the non-technical issues that influence decision making	
Experience of dealing with complex and sensitive situations, making robust and defensible decisions	

Experience of managing employees, projects, resources and budgets including budget profiling and cost recovery.
Experience of partnership working
Urban Design / Heritage experience including: <ul style="list-style-type: none"> • working as part of a team in a multi-disciplinary environment • developing policies, frameworks, and briefs • providing advice on development proposals / planning applications • preparation of heritage/environmental improvement schemes.
Experience of using computer databases, and Microsoft packages such as powerpoint, excel, word and outlook
Qualifications
Degree or Post Graduate Diploma in Urban Design or equivalent
Additional Qualification in Conservation, Town Planning, Architecture, Landscape Architecture or related discipline would be beneficial.
Management skills training
Special Requirements
May be required to work outside office hours
May be required to travel in the course of duties
Willingness to undertake any necessary formal training

Date Created	January 2023	Date Reviewed	
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