(National Agreement)



### JOB DESCRIPTION

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**Post Title**: Design Advisor – Strategic Housing Delivery (Temporary)

**Scale**: Grade I

**Post No**: PEP\*\*\*\*

**Service**: Planning and Regeneration – Forward Planning

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**Responsible to**: Planning Policy Manager

**Responsible for**: N/A

**Key Relationships**: Council Departments; Staffordshire County Council; Central Government – Department for Communities and Local Government; Statutory Agencies; Parish Councils, Ward Members, stakeholders in the planning service; Business and Voluntary sector agencies including developers, representative groups and the general public.

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| **Job Purpose**: To provide specialist master planning / design advice on major planning applications, project manage and support the delivery of significant new development on the Strategic Development Locations at Stafford  |

**Main Duties and Responsibilities**:

1. To ensure the Strategic Development Locations at Stafford Town are developed in accordance with national policy, the new Development Plan and local government strategies;
2. To actively engage with multi-disciplinary project teams to secure the delivery of the service within agreed timescales to ensure the Council’s corporate objectives for the Strategic Development Locations are achieved;
3. To work in partnership, and manage as required, other agencies and developers to deliver quality sustainable communities for Stafford Town and other major growth sites;
4. To ensure that growth areas are quality developments, reflecting the vision, purpose and objectives of the Development Plan, Master Plans, planning permissions and design guides through a collaborative approach to flexible working;
5. To support Development Management officers by providing appropriately detailed design advice to ensure that all development related activities, including the provision of specialist design and general planning guidance to statutory, non-statutory, public bodies and the general public, is handled in an effective and cost effective manner;
6. To assist and guide developers in the formulation of quality master plans, planning applications and design guides;
7. To ensure that statutory and public consultation is implemented in accordance with legislation and the Council’s adopted policy so that decisions and recommendations are made taking into account all relevant representations;
8. To prepare appeal statements and represent the Council as an expert planning witness at any Planning Appeals / Informal Hearings or any such forum as may be required in association with major developments;
9. To prepare and present high quality, clear and concise reports and briefings in writing and graphically for senior management and appropriate Council Committees. This may include regular attendance at meetings outside normal working hours taking account of the needs of the audience and the image and reputation of the Council;
10. To carry out all functions as required by the Town and Country Planning Acts and associated legislation to provide Stafford Borough with a professional and efficient forward and strategic planning service;
11. To complete all duties and tasks allocated to the post by the Planning Policy Manager and to supervise, and delegate work to the assistants allocated to assist in this work by supporting a culture that promotes continuous improvement;
12. To analyse, report on and respond to other organisations on planning matters such as Government consultation on planning policy and development plans of adjoining local authorities;
13. Management of personal workload, with appropriate support and personal development, undertaking any training that is appropriate to the role and development of the service;

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| Any other duties commensurate with the grade of the post, subject to any reasonable adjustments under the Disability Discrimination Act 1996. |
| Postholders must comply with the Council’s Equal Opportunities and Health and Safety Policies. |
| For postholders at SO1 or above to develop, support and promote principles of sustainability both in service delivery and in the workplace. |
| For postholders equivalent to SO1 or above to manage risks (strategic and/or operational) as identified in appropriate service plans and assigned within the PDR process. |

##### Special Conditions

(if applicable):

##### General

1 The above duties do not include or define all tasks which the postholder may be required to carry out.

2 To be responsible for the health, safety and welfare of yourself and employees you are working with.

3 To serve at any of the Council's places of employment in any post of a similar nature and responsibility, if required.

4 The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act, be commercially sensitive or relate to client information. In such circumstances confidentiality must be maintained at all times.

The Council reserves the right to vary the duties and responsibilities of staff under conditions prescribed in national agreements. Thus, it must be appreciated that the above duties may be altered as the future changing needs of the service may require.

**AGREED BY**

**POSTHOLDER: Signed**

 **Dated**

**AGREED BY**

**LINE MANAGER: Signed**

 **Dated**

**HEAD OF HUMAN RESOURCES: Signed**

 **Dated**