

Strategic Urban Design Manager – Job Description

Position Details	
Post	Strategic Urban Design Manager; full time
Service Area	Housing, Regeneration and Planning / Regeneration
Reports to	Head of Area Regeneration (one of three)
Grade	PO8
Job Family	To be completed by HR

Role Purpose
<ul style="list-style-type: none"> • This postholder will sit in the Regeneration team, and contribute to the delivery of the council's regeneration programmes • To promote and deliver high quality design in all aspects of Regeneration functions within the Regeneration Programmes • To work with the council's strategic development partners on the delivery of regeneration programmes and initiatives • To develop appropriate design quality management processes in respect of the council's key strategic partnerships • To lead work on masterplans, buildings and site briefs; review the design of development proposals; and work with others to deliver a range of place-making projects. • To provide briefings to members and senior officers as required • To liaise with landowners and key partners • To commission as necessary feasibilities, options appraisals or design briefs and agree subsequent steps with partners including residents, local stakeholders and Members. • To develop and input into projects from conception, through to approvals, procurement and delivery • To provide regular management updates into the Regeneration Programme reporting structure. • To manage staff and budgets as required

Main Responsibilities
<ol style="list-style-type: none"> 1. Establish a clear approach to design and place-making for Haringey, ensuring it is well positioned to facilitate the delivery of high quality urban design, architecture, landscape design and sustainable and inclusive design in all future regeneration and development projects 2. Lead the feasibility/concept development stage of the Regeneration team's capital place-making projects including public realm, meanwhile use and early activation projects. This may

require preparation of funding bids to support delivery of these projects, and commissioning design teams. Maintain ongoing design client role during delivery phase of projects.

3. Pro-actively work across Haringey to ensure all projects being developed/promoted by Haringey are of the highest quality design, and create successful urban places including (but not limited to) advising on masterplans, site development briefs, and infrastructure projects.
4. Provide design advice on architectural, urban design and landscape design aspects of planning applications and infrastructure projects being delivered through the council's strategic partnerships, and where the council is acting in its capacity as a landowner.
5. Work collaboratively with the council's Planning Department to promote the greatest possible alignment of the council's approach to achieving quality design outcomes through our planning and delivery approaches.
6. To develop client briefs and work effectively within relevant Council policies and procedures in order to ensure projects are delivered on time, to budget and to the expected quality standard, and that any professional support and advice is procured in an efficient and effective manner.
7. To ensure that all projects are developed through a project framework and are subject to the required process level, business case and investment appraisal procedures ensuring that best value is achieved.
8. Ensure that programme targets and milestones are defined, monitor progress and provide regular reports to the council's Corporate Plan governance structures.
9. To manage Regeneration Design Resources, including Design Officers and to be the lead on managing the council's Regeneration Design Advisors (e.g. Design Council, Public Practice).
10. To prepare and submit reports and briefings, including Cabinet reports as part of the Council's formal democratic processes, ensuring input from key teams as required, managing stakeholders to ensure timescales and high quality standards are achieved.
11. To ensure that Cabinet Members, Councillors, MPs and other elected members as well as senior managers are appraised of and engaged in the work, including providing regular reports.
12. To develop effective relationships with the Greater London Authority and Central Government to maximise the various funding programme opportunities that arise.
13. To ensure Member/MP enquiries, Freedom of Information requests, customer complaints and other enquiries are dealt with effectively, ensuring a comprehensive response which has been reviewed by relevant internal senior officers where appropriate, and ensuring that where necessary providers take the appropriate remedial action.

Generic Responsibilities

1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.
2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
3. Knowledge and experience of using IT.
4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience

Essential or
Desirable

1. Experience and a proven track record of developing, leading and managing design related projects or programmes in a complex urban environment, which display the highest standards of design quality.	Essential
2. Demonstrable experience of procuring design team consultants to prepare complex urban design strategies and detailed design	Essential
3. Previous success of having a lead role in the development and implementation of effective urban design and place making components of major projects	Essential
4. Significant and up to date experience and appreciation of the issues concerning design, construction, regeneration and the professional bodies representing the same.	Essential
5. Strong understanding of regeneration policy environment, the challenges facing local authorities, and the external funding sources available.	Desirable
6. Experience of project and programme management – developing, implementing, maintaining and monitoring projects to tight deadlines.	Essential
7. Experience of managing staff, and coordinating work across service areas	Essential
8. Experience of commissioning and managing work from external consultants.	Essential
9. Experience of budget management – monitoring, reporting, authorising spend.	Essential
10. Ability to write high quality reports and publications in good English to tight deadlines, and present information clearly to range of audiences.	Essential
11. Numerical and financial competence, including IT in Word and Excel, in order to analyse and aggregate data, manage significant budgets and evaluate performance.	Essential
12. Willing to attend meetings, events in the evenings and weekends as required	Essential
Qualifications	
13. Postgraduate degree (or equivalent experience) and professional qualification (eg RIBA, ARB) in relevant discipline such as Architecture, landscape architecture or Urban Design.	Essential

Main Contacts & Other Information
<p><u>Main Contacts:</u> Housing, Regeneration and Planning colleagues Homes for Haringey colleagues External partners</p> <p><u>Other Information:</u> This position requires the postholder to undergo a DBS (Disclosure and Barring Service) check.</p>

Organisational Structure
Please provide organisation structure chart.

Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
	x			
Are the staff based at the same work location?				No
Will the post holder be responsible for contract / agency / project staff?				Yes

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Yes	80%	Use of a computer.	Yes	70%
Audio typing.	No		Crisis or conflict situations.	No	
Walking more than a mile.	No		Manual handling.	No	
Working alone or in isolation.	Yes	10%	Working in confined spaces.	No	
Driving a car, van or minibus.	No		Preparing or serving food.	No	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	No		Working in awkward positions, e.g. stooping, bending, reaching.	No	
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	No		Operating heavy or hazardous machinery including forklifts, diggers or cranes.	No	

Regular and repetitive movements.	No		Working shifts / unsocial hours, nights.	Yes	5%
Outdoor work involving uneven surfaces.	No		Standing or sitting for prolonged periods.	No	

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights.	No		Working at heights / on ladders, roof work.	No	
Teaching, or responsibility for, children.	No		Outdoor work involving extremes of temperature.	No	
Electrical hazards.	No		Control and restraint.	No	

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:
Likely to be responsible for programme budgets up to £5m
Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:
No
Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:
No
Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:
No
Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:
No
Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:
No