

### Job Description

**Job title**: Principal Urban Designer, Midlands & East

**Reference**: SUS2951

**Salary**: Grade H: £31,058 per annum

**Contract:** Permanent

**Hours**: 37.5 hours per week

Sustrans offers a flexible working pattern that recognises work life balance. Flexible Working arrangements (including 9-day fortnight and reduced/compressed hours) to help foster a positive work/life balance. We offer the opportunity to job share, work from home as well as time of in lieu

**Base:** Midlands and East of England region

Based anywhere within the region ideally with reasonable access to one of our three regional offices in Birmingham, Nottingham or Peterborough

**Job purpose:**

Lead the Urban Design element of the regional Design and Engineering team and support the planning, development and delivery of high quality “local solutions” that feed into Sustrans Liveable Cities and Towns**.**

You will be responsible for the production of innovative designs for networks, neighbourhoods and streets, including public realm and infrastructure. Your work will help to develop a portfolio of ground-breaking, community-led projects contributing to the creation of healthier, happier cities and towns.

Ensure that best practice street design is available to local community groups and colleagues, to allow them to re-shape their local environment and create places that encourage active travel and benefit their health and wellbeing.

**Place in the organisation:**

The post holder will report to the Head of Design & Engineering, Midlands & East.

**Key relationships:**

Internal: Head of Design and Engineering

Head of Delivery

England Director, Midlands & East

Regional Design and Engineering and Delivery teams

Principal Urban Designers in other regional teams

Other Sustrans staff

External: Project partners, funders and clients at a variety of levels

Local residents and other project stakeholders

**Key responsibilities:**

* Support the Head of Design and Engineeringin providing strategic direction and professional leadership to all aspects of Sustrans design work.
* Develop and progress the regional design and engineering element of Sustrans Liveable Towns and Cities agenda Projects will focus on working with communities to improve safety, accessibility, cohesion and the appearance of their built environment.
* Lead the urban designers within the wider Design and Engineering team, to prepare designs and provide high quality, imaginative and technically-competent design solutions that encourage walking and cycling in a local context
* Contribute innovative ideas to traditional cycle and walking schemes that encourage communities, schools and workplaces to adapt travel behaviour. Provide design expertise and advice to regional colleagues, including creating and presenting appropriate sketches and drawings that aid development of projects outside of Design and Engineering team.
* Contribute innovative ideas to traditional cycle and walking schemes.
* Assist team members to design and deliver participative design processes with local people, engaging communities as widely as possible. Develops appropriate design materials, including plans, technical drawings and 3D visuals for a technical and non-technical audience.
* Assist team members to design and deliver creative and eye-catching community engagement activities and events, such as consultation events, street parties, etc.
* Ensure effective local partnerships are developed and maintained in order to support wider project objectives.
* Participate in project meetings with partners and other stakeholders.
* Provide project management including scheduling and budget management.
* Develop and submit Planning Applications
* Support the integration of Sustrans infrastructure, community-led design approaches, and behaviour change solutions.
* Support infrastructure teams to comply with relevant legislation (including CDM).
* Work closely with the Research and Monitoring Unit to ensure robust analysis and clear presentation of the impact of our work to connect people and places.
* Comply with the organisation’s time management, project management and data management systems.

**Business development**

* Identify and scope the development of project proposals and bids in line with Sustrans Liveable Cities and Towns agenda, and participates in bid writing for projects at the direction of own line manager.
* Lead the regional development of new ideas and innovative strategies for product development, marketing, branding, or business opportunities.
* Lead, or contribute towards, wider organisational discussions relating to Liveable Towns and Cities, community street design and urban design in general.

**Communication and marketing:**

* Promotes projects on social media and works with communications colleagues to support the generation of positive media based upon Sustrans’ project work
* Contribute towards raising the profile of Sustrans, by representing the charity at meetings, activities and events, as required.
* Support and complies with the charity’s guidance on branding, tone of voice and key messages, positively contributing towards raising Sustrans’ profile.

**People Management:**

* Manage the team, supporting their professional development and ensuring a high quality of design.
* Work with HR to ensure that training and development of staff is encouraged and planned effectively.

**Training and personal development**

* Attend essential Sustrans training as required by the Charity
* Ensure own personal development by working to objectives set as part of the Charity’s appraisal process.

**Health and safety, EDI and safeguarding:**

* Support and comply with the organisation’s policies for the management of Health and Safety.
* Support and comply with the organisation’s policies for the management of safeguarding.
* Support and comply with the organisation’s policy and procedures relating to Equality, Diversity and Inclusion and apply principles of best practice in own role.

**Other**

* Any other duties consistent with the nature and grade of the role as agreed with the line manager.

**Working conditions:**

The post-holder will live close to the nominated office base although there may be opportunities to work from home at times. Overnight stays away from home may be necessary when participating in projects away from their designated base. Occasional weekend and late working may be required with time off in lieu. The post-holder must be prepared to cycle or use public transport for the majority of work journeys.

**Special note:**

This job description does not form part of the contract of employment, but indicates how that contract should be performed. The job description may be subject to amendment in the light of experience and in consultation with the jobholder.

Compiled by: Head of Design and Engineering (Midlands)

Date July 2020

**Principal Urban Designer, Midlands & East (SUS2951)**

**Person specification:**

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| **Criteria** | **Essential** |
| Qualifications education training | Educated to degree level or a relevant qualification in Urban Design, Landscape architecture or related field and/or an alternative, relevant and demonstrable specialism (e.g. collaborative design) |
| Experience | Experience of working on design projects with a significant level of community engagement or involvement  Demonstrable experience in workshop facilitation.  Project management experience, working on multiple projects  Experience of working in partnership with a local authority on project delivery |
| Skills & abilities | Ability to be proactive, to work independently and on own initiative  Excellent interpersonal and networking skills, specifically with relation to members of the community / general public.  An ability to develop productive working relationships with partner organisations  Visual presentation skills (free-hand drawing and/or relevant experience with computer design packages e.g. Photoshop, Sketch Up, Illustrator, InDesign)  Excellent written, verbal communication, organisational and presentation skills  An ability to be organised and efficient, able to function on own initiative with limited supervision |
| Knowledge | Knowledge of current best practice in street design.  Computer literate (knowledge of word-processing, databases, spreadsheets packages, internet and website usage)  An understanding of local travel issues |
| Other | A dynamic and creative approach  Committed Sustrans’ vision |

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| **Criteria** | **Desirable** |
| Experience | Presenting to a technical/expert audience |
| Knowledge | Knowledge and understanding of highway design, transport planning and policy  Website editing / blog writing |