Newcastle City Council

Job Description

Directorate: Environment and Regeneration

Division: Technical Services

Post Title: Designer RR354

Evaluation: 559 Points **Grade:** N8

Responsible to: Technical Team Manager

Responsible for: N/A

Job Purpose: To undertake project management, technical, planning and strategy development duties relating to architectural, landscaping or engineering projects.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Manage / deliver projects, including design, using knowledge of relevant architectural, landscaping or engineering practices / procedures, organisational policies and external legislation.

2. Analyse and interpret very varied and complex information to solve a range of architectural, landscaping or engineering problems including planning and the development of strategy.

3. Responsible for meeting agreed deadlines that are regularly unpredictable, checking the accuracy of own work and that of others.

4. Preparation of plans, correspondence, calculations, documents and reports at an advanced level.

5. Communication of complex and contentious information to a range of audiences both orally and in writing.

6. Represents the service area at meetings / working groups both within and external to Technical Services. Liaison with organisations external to Technical Services.

7. Responsible for the development and providing advice, guidance and training to others.

8. Carry out surveys, measurement and testing.

9. Work on architectural, landscaping or engineering tasks mainly without supervision.

10. Responsible for managing own workload and prioritising tasks.

11. Contribute to setting and monitoring of budgets including accountability for the effective expenditure of very large budgets.

12. Use of Information Technology software associated with the architectural, landscaping or engineering and project management tasks being undertaken.

13. Provision of advice and guidance at an advanced level regarding internal policy and external regulation relating to. architectural, landscaping or engineering practices.

14. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.

15. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.