

# Newcastle City Council



## Job Description

**Post Title:** Planning Assistant – Urban Design (A4464)

**Evaluation:** 489 points **Grade: N6**

**Responsible to:** Assistant Director of Planning

**Responsible for:** N/A

**Job Purpose:** Assist in the preparation of urban design illustrations, data and evidence relating to the development of the Local Plan

**Main Duties:** The following is typical of the duties the post-holder 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. To prepare and present schemes, plans, drawings and perspectives which support the development of local planning policy and deliver the Local Plan.
2. Undertake design work which contributes to development and regeneration including working with other directorates and agencies where necessary.
3. To assist in the preparation of planning and development briefs and the drawing up of design frameworks.
4. To respond to and give advice on planning enquiries relating to urban design.
5. Attend internal and external meetings regarding urban design and development with relevant internal and external stakeholders.
6. To support studies, projects and draft reports which contribute to the planning process.
7. To assist at public meetings, consultation events and Ward meetings as required.
8. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
9. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.