

JOB DESCRIPTION

ACTIVE DESIGN MANAGER

Post Title: Active Design Manager

Location: The main headquarters of Yorkshire Sport Foundation is at Morley (Leeds). The post holder is expected to adopt a flexible approach to their work and must be able to travel across the West Yorkshire and South Yorkshire area. It is envisaged a considerable amount of time will be spent with our partners.

Salary: £31,060 - £35,414 pro rata (plus travel expenses and pension contribution)

PURPOSE OF POST

Our vision is to create a vibrant, healthy and prosperous Yorkshire through sport. We do this through working with a wide range of partners to help make sport and physical activity an everyday part of people's lives.

To be successful we need to effect of those elements that make it easier and more attractive to be active. Throughout our area, our partners are addressing the systems approaches that will be required and this fortunately includes three of Sport England's Local Delivery Pilots.

We recognise the huge influence that the physical environment and place have on people's capacity and enthusiasm to be more physically active. There will be huge opportunities opening up in our cities and districts where there is significant development and growth taking place and we need to ensure physical activity and sport is embedded throughout.

Our area is made up of nine metropolitan local authorities each with their own planning departments with Local Plan's and supporting evidence bases at various stages of development. In many of them our local partners have been successful in embedding physical activity within the Local Plans and ongoing communication is taking place.

We want to add further support through interpreting Active Design guidelines, giving specific advice and guidance on plans and developments that can make a big impact on how people can be active. We also want to influence policies and plans as they arise and where we can add value.

We are therefore looking for someone who understands the planning system and can give advice on specific designs to ensure physical activity is embedded throughout.

DUTIES AND RESPONSIBILITIES

- To establish strong and ongoing relationships with land use and transport planners in local authorities
- To give expert support to planners on all matters related to physical activity, including technical support on the development of development briefs, design codes and Masterplanning
- To promote active environments through the application of Active Design principles and other relevant Sport England / Public Health England guidance. To ensure, as far as possible, the principles are embedded within design codes for new developments and influence decision making processes
- To consider how access to the countryside and the delivery of green and blue infrastructure can be maximised to support physical activity, including improving the design of existing parks and open spaces where opportunities arise;
- Ensure Local Plan Documents (including Neighbourhood Plans) and Supplementary Planning Documents (SPDs) documents maximise the opportunities for people to be physically active. Support other officers and partners to ensure that the physical environment contributes to wider strategic documents.
- Where appropriate, support and influence developers to maximise the opportunities for physical activity, including critiquing and advising on masterplans at the earliest opportunity;
- Where appropriate, supporting needs assessment work and evidence base for sport and physical activity and articulating what this means for individual developments
- To develop a relationship and support Leeds City Region and Sheffield City Region officers in designing and implementing policy and strategy on active travel, including Cycling and Walking Investment Plans
- To represent Yorkshire Sport Foundation on external bodies relevant to specific areas of work
- Where appropriate, to work with Sport England and other organisations to deliver training and networking events for physical activity and transport and planning professionals
- Support the development of Community Infrastructure policy and promote its use for investment into sport and physical activity

Miscellaneous

- To undertake such duties and responsibilities of an equivalent nature, as may be determined by the Chief Executive or Directors from time to time, in conjunction with the post holder.
- The post holder's duties must at all times be carried out in compliance with the Company's Equal Opportunities Policy and other policies designed to protect employees or service users from harassment:
 - a) Take reasonable care of the health and safety of self, other persons and resources whilst at work
 - b) Co-operate with management of the Service as far as necessary to enable the responsibilities placed upon the Service under the Health and Safety at Work Act to be performed e.g. operate safe working practices
- It is the duty of the post holder not to act in a prejudicial or discriminatory manner towards service users or employees. The post holder should also counteract such practice or behaviour by challenging or reporting it.

And any other duties commensurate with the grade and falling within the scope of the post, as requested by Management

Responsible to: Chief Executive Officer

Responsible for: None

EMPLOYEE SPECIFICATION

| Attributes | Relevant criteria | How identified | Rank |
|-----------------------------------|--|--------------------------------------|------|
| Relevant experience | 1. Three years in planning and or urban design with experience in masterplanning, public realm or regeneration schemes | Application Form / Interview Process | A |
| | 2. Experience of schemes that have had a strong focus on walking and cycling, mixed uses and the provision of green infrastructure; | Application Form / Interview Process | A |
| | 3. Experience of developing and influencing design codes and developer plans | Application Form / Interview Process | A |
| | 4. Experience of leading or contributing to and influencing policy formation | Application Form / Interview Process | A |
| | 5. Experience of building relationships with external partners | Application Form / Interview Process | B |
| | 6. Experience of contributing to multi-disciplinary teams – planning, transport, leisure etc. Experience of addressing physical activity and or health within planning policy and implementation decisions | Application Form / Interview process | A |
| Education, training and knowledge | 7. Educated to degree level and eligible for election to corporate membership of Royal Town Planning Institute, Royal Institute of British Architects of other relevant professional organisation | Application Form | C |
| | 8. Evidence of a commitment to on-going Continuing Professional Development and training. | Application Form / Interview process | A |
| | 9. Understanding and awareness of national, regional and local policies and strategies related to physical activity and sport | Application Form/Interview | B |

| Attributes | Relevant criteria | How identified | Rank |
|------------------------|--|--------------------------------------|------|
| | 10. Thorough understanding of planning and transport design issues relating to creating high quality environments, including those that can increase physical activity, sport and health outcomes, especially those related to Sport England’s Active Design | Application Form/Interview | B |
| Skills and abilities | 11. Ability to forge strong relationships with a range of internal and external colleagues and organisations and be able to influence their work | Application Form / Interview Process | A |
| | 12. Experience of public speaking/delivery of information in a variety of settings to a wide range of groups and individuals. | Application Form/Interview Process | A |
| | 13. Natural team worker who will create a positive and creative working environment | Application Form/Interview Process | A |
| | 14. A passion for sport and physical activity and a positive attitude towards the future opportunities in the area | Application Form/Interview Process | A |
| | 15. Commitment and dedication to ‘go the extra mile’ in order to deliver quality, sustainable work and achieve optimum outcomes | Interview | A |
| | 16. Ability to achieve high quality outcomes within set deadlines. | Application Form / Interview Process | A |
| Any additional factors | 18. Knowledge of working with Microsoft Office Professional – inc. Word, Excel, PowerPoint and Microsoft Outlook. | Interview Process | A |

| Attributes | Relevant criteria | How identified | Rank |
|------------|---|-------------------|------|
| | 19. Ability to travel independently around West Yorkshire and South Yorkshire | Interview Process | A |
| | 20. Adhere to the values of Yorkshire Sport Foundation | Interview Process | A |

Please make sure that you demonstrate your ability to meet the requirements of the job by giving clear, concise examples of how you meet each criteria on your application form. The letters A, B and C in the “Rank” column refer to the importance we will give your answers when we read your applications. You must have all the A’s on day one to be able to do the job, you need to have all the B’s to do the job, but they could be learnt during the induction. It would be an advantage, but not critical to have those ranked C. We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description or employee specification, please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

Where criteria are to be identified through the “Selection Process”, this may involve written exercises, practical tests, group discussions, presentations, interviews.