



Role Profile

Graduate Design & Conservation Officer
Inclusive Economy & Sustainability

Role Profile: Graduate Design & Conservation Officer	Role Profile Number: SBC_11992
Directorate: Inclusive Economy & Sustainability	Reporting to: Senior Design & Conservation Officer
Grade: CFL 6	Date Prepared: 23 rd September 2026

Our Values

Our [Values](#) shape how we work for the people of Swindon. They guide how we make decisions, how we deliver services and how we work with our communities and partners.

Our Values are:

We SEE – people, not problems – and stay curious to understand their story.

We HEAR – each other and the people we serve

We CARE – about our colleagues, our residents and our community

We ACT – with integrity, accountability and purpose

We LEARN – from data, feedback and experience so we keep improving

These five values describe the standards we hold ourselves to as a Council, and what residents and partners can expect from us.

The Swindon Commitment

The [Swindon Commitment](#) shows how we bring our Values to life every day, in every role, across all that we do. It turns our Values into practical promises between the Council, our colleagues and the people we serve so we can work together to deliver the best possible services and support.

Created with colleagues from across the organisation, the Swindon Commitment sets out a shared understanding of how we work, lead and behave. Rooted in our five core values, it reflects how we listen to, include and respond to residents, communities and each other.



Purpose:

To work within the council's planning functions in a customer focused and solutions led way creating the right conditions for accelerating high-quality development and supporting sustainable growth in Swindon.

To support the Senior Design & Conservation Officer to ensure the Council's responsibilities and powers under the Planning Acts in relation to all matters of placemaking, urban design and historic environment are discharged. The postholder may provide solutions based advice on minor and householder development proposals as required, heritage matters and contribute to relevant policy creation which promotes high quality built and historic environments across the Borough.

Through your manager, support the Chief Planning Officer to unlock planning barriers and provide the appropriate policy context to support key regeneration projects, transform the town centre and support the council's emerging new ways of localities working.

Key responsibilities and accountabilities:

- Contribute at an entry level to the production of site specific development briefs, masterplans, design strategies, supplementary planning documents and design codes (at times in partnership with external stakeholders) and provide advice on elemental design and placemaking matters as required.
- Contribute to Conservation Area Appraisal reviews and associated design guides/action plans and engage to support strategic policies and deliver high quality placemaking outcomes.
- To work collaboratively across the planning team prompting placemaking, urban design and historic environment outcomes.
- Be able to project manage basic placemaking, urban design and historic environment projects and to deal with proposals for policy creation and/or development, and to provide feedback on such proposals to improve the quality of development and delivery of infrastructure in Swindon.
- Portray the cultures, behaviours and shared values that make the Council successful through your daily activities and create an effective and efficient working environment to deliver Council priorities and pledges.

Supplementary Accountabilities

- To develop commercial awareness and recognise the impacts of your day to day work on our residents.
- Meeting key service performance indicators and planning outputs which exceed national and local targets.
- Commensurate to your role, to respond to queries from internal or external sources regarding placemaking, urban design and historic environment issues.

- To promote the Council's policies and procedures for good records management; ensure that all information related to the post and functional responsibilities is created, maintained, stored and retrieved in accordance with the Councils procedures and policies and legislative requirements

Decision making:

- The postholder can take effective decisions quickly and act on their own initiative in order to resolve problems.
- The postholder must be able to quickly get to the heart of issues and accurately assess and manage risk commensurate to the scope of their post.
- Through developing, reviewing and implementing the Local Plan (and its evidence base) the postholder must ensure decisions taken are logical and based on the defined needs of the community ensuring both short and long term needs are planned for.

Professional

- Developing and maintaining effective relationships and communication with internal and/or external service users.
- Providing expertise and technical assistance in the conservation of the historic built environment.

Creativity and innovation

- Supports creative solutions to Council-wide issues and takes action to implement them
- Shows creativity in using resources to deliver cost effective services, engaging external experts where relevant, and looking beyond the boundary of current service delivery

Job Scope

Number and types of jobs managed:	N/A
Budget Holder:	No
Budget Value:	N/A
Asset Responsibility:	Various operational assets and equipment

PERSON SPECIFICATION

Qualifications:	Essential or Desirable

A Level Standard	E
Degree (or working towards) in relevant or associated subject	D
Knowledge and Experience:	
A basic awareness of the roles and responsibilities of Swindon Borough Council with respect to architecture, sustainable building design and/o placemaking.	D
An interest in the built and historic environment and an awareness of relevant buildings and assets in.	D
Aptitudes, Skills and Competencies:	
Computer literacy in, design software, word processing, database, spreadsheet, GIS and presentation packages.	E
Ability to read plans and assess three dimensional proposals presented in two dimensional formats.	E
Ability to present information through strong report writing skills and including oral presentations. Experience of undertaking research and presenting outcomes is desirable.	D

Other Key Features of the role

The post holder will:

- be required to operate within any relevant delegations as detailed in the council's scheme of delegation of the council's constitution.
- be required to work some evenings, weekends and occasional public holidays in order to meet service requirements and to ensure appropriate representation of the council with residents, the Leader and Cabinet and all elected Members and external bodies.
- Be a Team player capable of influencing and working within cross-functional teams at all levels
- Have an ability to make site visits throughout the Borough and attend meetings outside the Borough

It should be noted that the duties and tasks associate with this post may change from time to time without altering their general character or the level of responsibility entailed. The above duties and activities associated with this job are neither exclusive nor exhaustive and the job holder may be called

upon to carry out other such appropriate duties as may be required within the grading level of the job.