

Terms of Reference for Urban Designer

DEFINITION

Under general direction, develop design plans for various capital improvement projects, and commercial development projects, and other redevelopment projects and programs; prepare, direct and coordinate the design and implementation of urban design projects and landscape improvement projects; supervise subordinate professional design staff engaged in such work; and perform other duties as required by the Employer.

DISTINGUISHING CHARACTERISTICS

This single position class is responsible for a variety of tasks primarily related to preparing and directing the preparation of design concepts, schematic plans, landscape construction plans, and community design plans related to commercial development and redevelopment projects, and community design and planning. The incumbent is required to possess facilitation, negotiation and group process skills, and to provide consultation to staff, community groups, Thromde Management on urban design issues. Incumbents are required to utilize their Architect registration in signing plans (if any).

SKILLS REQUIRED:

- **Analytical aptitude:** Must analyze information from a variety of sources such as census data, market research and environmental impact studies for the basis of proposed plan(s).
- **Ability to communicate:** Verbal and written skills are important since urban designers are typically required to meet and present to a variety of audiences and to effectively conduct official correspondences. Hence, should have good command over written and spoken English as well as Dzongkha. Knowledge of other dialects of the country would be considered as added advantage.
- **Decision-making skills:** The job requires careful weighing of all possible planning options and combining analysis, creativity, and realism to choose the appropriate action or plan.
- **Management skills:** Planners/Urban Designer must be able to manage projects, which may include overseeing tasks, planning assignment and making decisions.
- **Negotiation skills:** Since the planning is not a straightforward subject and it covers a broad range of topics starting from social to economy, there is a continuous dialogue with all the relevant parties for which negotiation skill is a must.
- **Use of software:** Since the work demands clear explanation to the Management/Community/Other division, the use of various software such as GIS software (ArcMap, QGIS etc), AutoCAD, 3D software (walk-through & animation), Sketchup Pro, Lumion, and basic Microsoft Office is a must.

TYPICAL TASKS

- Prepare design concepts, schematic designs and preliminary plans for streetscape improvements, parks, public spaces, road junction improvements, footpath design and commercial development, as well as integrated community urban design plans.
- Prepare construction plans, specifications, and bidding documents (if required) for landscape improvements including grading and drainage plans, planting trees/flower plans, construction details and layout plans.
- Prepares cost estimates for preliminary and civil construction plans (secondary);
- Assist in inspection of construction of landscape improvements.
- Coordinates development of urban design projects, necessary land use and construction permit with other divisions.
- Prepare request for proposal, negotiate contracts, prepare contracts, administer contracts, including processing of payment for work performed, and direct and review consultant and contractors work under the direct supervision of the Division Chief.
- Review and make recommendations regarding development plans prepared by others for capital improvement projects, commercial, and Thromde Workforce residential.
- Prepare community design policies, plans, design guidelines and written reports related to road improvements, landscape improvements, commercial development, Thromde Workforce residential development and integrated community design including written analysis and graphics in 3D;
- Coordinate and perform research related to projects and programs; collect and analyze data; prepare reports that are being asked by the Supervisor; make presentations to the Management and Thromde Tshogde; coordinate and facilitate public meetings and make presentations to community groups and agencies; prepare large scale graphics (Three-dimensional) for presentation to the Thromde Management and at public meetings and other miscellaneous graphics for reports, letters, etc.
- Serve as an internal resource person and technical expert to staff on issues of urban design such as architecture, land scape architecture, site design and circulation.
- Be thorough with any guidelines, rules, codes, regulation, and acts related to urban planning (if any).
- Conduct Open House Discussion whenever a plan is proposed or whenever such discussion is required to inculcate the public's ownership over the proposed plan for community participation.

- Should study and be thorough with the Thimphu Structure Plan 2002-2027, Local Area Plan(s), Action Area Plan(s), and Thimphu Core Urban Design Report to know the broad vision, missions, and goals of Thimphu Thromde.
- Keep proper record (documentation and recording of minutes, presentation materials, related expenses incurred) of any plans or designs.
- Coordinate with colleagues regarding any issue pertaining to land use, zoning, and circulations (vehicular & pedestrians).
- Handle general correspondences and administration.
- Any work related to the profession assigned by the Employer.

EMPLOYMENT STANDARDS

Knowledge of:

Thorough knowledge of:

- Principles and practices of urban design, landscape architecture and/or architecture related to community design and development.

Working knowledge of (preference):

- Theories, concepts, and principles of urban planning.
- Urban Forestry/Street Tree Programs/Urban Design Principles.

Some knowledge of:

- Laws and regulations related to urban planning and zoning.
- Principles and practices of budgeting and finance.
- Organization and functions of Thimphu Thromde
- Redevelopment principles and practices elsewhere.
- Public improvement project financing and construction.
- Commercial development, financing, and construction.
- Community participation programs.
- Principles of supervision.
- Architectural techniques as applied to urban design.
- Park planning for urban areas.

Ability to:

- Prepare community design plans.
- Conduct community out-reach.
- Analyze projects and make recommendations.
- Facilitate community group meetings.
- Prepare conceptual, schematic, and preliminary urban designs using appropriate design software.
- Prepare construction plans and specifications for landscape improvement projects using appropriate software.
- Understand, interpret, and consistently apply provisions of laws, regulations, and policies.
- Facilitate interdivisional cooperation, serve as a team member, and maintain open communication between various groups.
- Serve as technical expert to staff.
- Plan and organize public improvement projects, and other redevelopment projects and programs when called upon.
- Establish and maintain effective working relationships with a wide variety of individuals and groups, including elected officials, community groups, consultants, in-house and contracted architects, engineers, urban forestry officials and contractors.
- Analyze complex administrative problems and arrive at solutions.
- Analyze projects and make recommendations.
- Communicate effectively, orally and in writing.
- Make oral presentations before a wide variety of groups.
- Provide overall management of the Thromde's Urban Forestry Program in consultation with the Environment Division.
- Supervise and evaluate the work of subordinates.

Education and Experience:

Bachelors/Masters in relevant field.

Special Requirements/Conditions:

- Certificate of Registration: If the applicant is Architect, please provide certificate of registration issued by the Construction Development Board of Bhutan.