

Northumberland County Council

JOB DESCRIPTION

Post Title: Planning Officer (Spatial Policy and Delivery)		Director/Service/Sector: Development Services		Office Use JE ref: 2788 HRMS ref:
Band: 7		Workplace: County Hall		
Responsible to: Senior or Principal Planning Officer (SP&D)		Date: Feb 2014	Manager Level: -	
Job Purpose: Provide professional support to managers, principal and senior officers in the development and review of planning policies and strategies relating to the Local Development Plan, in policy implementation and monitoring and in the delivery of plans, projects and programmes relating to spatial planning and other place shaping Council services. To promote the preservation and enhancement of the County’s natural and built environments by supporting the preparation of planning policies which secure sustainable development .				
Resources		Staff	May oversee the work of junior, trainee or support staff on particular projects	
		Finance	May have some responsibility for handling payments, raising orders or processing invoices in a particular area of work	
		Physical	Shared responsibility for the physical resources used by the area team including work stations, IT hardware and software, and equipment used on site inspections. Capture, input and maintain key spatial information relating to spatial planning	
		Clients	Assist in the development of policies and procedures, whose application has a significant impact upon service users. Assist in dealing with the public to deliver the service	
Duties and key result areas: 1. Provide professional advice to service users, the public, professionals, and Elected Members to satisfy the clients needs and which meets national and international legislation, professional best practice, corporate and service standards 2. Contribute to the development and delivery of specific services or take responsibility for specific client groups or activities, including: assisting to develop policy, delivery strategies, promotion and appropriate funding to bring the Service’s business plans and objectives into effect. 3. Undertake specific projects or initiatives within the Spatial Policy and Delivery Team including assisting with policy implementation, area and thematic based plans and projects and programmes, neighbourhood planning projects and the preparation of the Annual Monitoring and other monitoring reports. 4. Actively promote and represent the interests of the County Council in relation to Service activities and policies at local, regional and national level as appropriate. 5. Assist in the supervision of support and technical staff, learners and student placements as required. 6. Contribute to the maintenance of effective management and communication systems within the service in conjunction with Senior colleagues. 7. Interpret, explain and enforce statutory and County Council regulations ensuring appropriate procedures are followed, that parties have a proper understanding of their position and attempting to reach legitimate, mutually agreeable solutions through negotiation. 8. Assist in the development, implementation and operation of information systems that meet the needs of the service and which ensure accuracy, confidentiality, speedy access and ease of use. 9. Adopt effective and constructive relationships with colleagues and external contacts in order to promote effective partnership arrangements for the delivery of high quality services. 10. As a member of the service’s professional team, fully support the corporate planning and management of the service. 11. Assist in the preparation of the Local Plan, including the preparation of local development documents, neighbourhood plans, community engagement and monitoring. 12. Provide input, comment and advice as appropriate on national planning policy and guidance, strategies and plans prepared by the Council, Town and Parish Councils and adjoining local authorities, major development proposals and planning applications.				

13. Work collaboratively with internal colleagues and external contacts on Spatial Policy and Delivery matters in order to promote effective partnership arrangements for the delivery of a high quality service.
14. Actively promote and represent the interests of the County Council in relation to service activities and policies at local, regional and national level.
15. Deal with correspondence and queries from Council Members, developers, the public, statutory and other consultees and advise on planning matters relating to the Spatial Policy and Delivery service.
16. Liaise with other departments of the Council, Planning Authorities, Highway Authorities, Town and Parish Councils, statutory consultees and other bodies and attend public and other meetings at the request of senior staff to offer advice on Spatial Policy and Delivery matters and to represent the Council's interest in both internal and external discussions.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements:	The work may involve the need to visit other area and County offices, and development sites throughout the area and occasionally further a-field
Working patterns:	Flexi hours. However, there may be occasions when the post holder will be required to attend at times and/or locations outside normal working arrangements.
Working conditions:	The work is office based

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PERSON SPECIFICATION

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Essential	Desirable	Assess by
Knowledge and Qualifications		
A degree in a relevant subject or equivalent vocational qualification. A relevant professional qualification such as MRTPI. or equivalent Good knowledge of the main operational, procedural and practical issues relating to plan making Good knowledge of current inter/national laws, regulations, policies, procedures, and developments relating to spatial policy and delivery Understands the diverse functions of a large complex public sector organisation and the relevant professional issues. Demonstrates an awareness and commitment to proactive customer care and services. Evidence of CPD and ongoing personal development.		
Experience		
Experience in using GIS Experience in the preparation of development plan documents Experience in the preparation and presentation of reports for Members Experience in the formulation of spatial policies and strategies Experience in research techniques and the collection and collation of evidence for spatial policy documents Experience in working collaboratively with service users. Experience in engaging effectively with others and building productive partnerships.	Experience in a range of spatial policy and delivery areas Experience in supporting the preparation of neighbourhood plans Experience in a relevant specialist area Experience in project management	
Skills and competencies		
Effective ICT skills and able to effectively use ICT to achieve work objectives. Able to apply own initiative to overcome day-to-day operational problems. Prepares written material – reports, letters etc that are accurate, rational, convincing and coherent and to best professional standards. Can communicate effectively with professionals, the public and Members Well developed negotiation skills and able to persuade others to an alternative point of view. Numerate and able to manipulate data Applies a methodical and analytical approach to problem solving. Remains calm and logical in stressful and difficult situations. A strong corporate orientation and a commitment to tackling issues in a non-departmental manner. Dependable, reliable and keeps good time. Models high standards of honesty, integrity, openness, and respect for others.		

Proactive and achievement orientated. Effective organisational skills Works with minimal supervision		
Physical, mental and emotional demands		
Normally works from a seated position when in the office but with regular need to travel to other work locations and development sites Need to maintain general awareness with significant periods of enhanced concentration. Extensive contact with public/clients/Members on planning issues		
Other		
A current UK driving licence.		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits

