

Northumberland County Council  
**JOB DESCRIPTION**

<b>Post Title:</b> Student Planner	<b>Director/Service/Sector</b> , Planning and Economy, Strategic Planning		<b>Office Use</b>
<b>Grade:</b> Band 3	<b>Workplace:</b> County Hall		JE ref: 3061 HRMS ref:
<b>Responsible to:</b> Senior Planner (Strategic Planning and Housing)	<b>Date:</b> March 2015	<b>Manager Level:</b>	
<p><b>Job Purpose:</b> To assist Planning Officers, Senior Planners and the Planning and Housing Policy Manager in the development and review of planning policies and strategies relating to the Local Development Plan and housing, in policy implementation and monitoring and in the delivery of plans, projects and programmes relating to strategic planning and housing and other place shaping Council services.</p> <p>To promote the conservation and enhancement of the County's natural and built environments by securing sustainable development of a quality and to a standard of design which is commensurate with its setting and current development plan policies.</p>			
<b>Resources</b>	Staff	None	
	Finance	None	
	Physical	Shared responsibility for the physical resources used by the 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 and housing.	
	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	
<p><b>Duties and key result areas:</b></p> <ol style="list-style-type: none"> <li>1. Assist in the provision of professional advice to service users, the public, professionals, and Elected Members to satisfy the client's needs and which meets national and international legislation, professional best practice, corporate and service standards.</li> <li>2. Assists Senior Officers with the development and delivery of specific activities, including: assisting to develop policy, delivery of strategies, promotion and appropriate funding to bring the Service's business plans and objectives into effect.</li> <li>3. Assist in specific projects or initiatives within the Strategic Planning and Housing 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 evidence base reports.</li> <li>4. Promote the interests of the County Council in relation to Service activities and policies at local, regional and national level as appropriate, under the direction of senior staff.</li> <li>5. Contribute to the maintenance of effective management and communication systems within the service in conjunction with Senior colleagues.</li> <li>6. Assist, under the direction of senior staff, in the interpretation, explanation and enforcement of 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.</li> <li>7 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.</li> <li>8. Adopt effective and constructive relationships with colleagues and external contacts in order to promote effective partnership arrangements for the delivery of high quality services.</li> <li>9. As a member of the service's professional team, fully support the corporate planning and management of the service.</li> <li>10. Assist, under the direction of senior staff with the preparation of Housing Strategy documents and the Local Plan, including the preparation of local development documents, neighbourhood plans, community engagement, and evidence base documents and monitoring.</li> </ol>			

11. 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 under the direction of senior staff.
12. Work collaboratively with internal colleagues and external contacts on Strategic Planning and Housing service matters in order to promote effective partnership arrangements for the delivery of a high quality service.
13. Assist senior staff with correspondence and queries from Council Members, developers, the public, statutory and other consultees and advise on planning matters relating to the Strategic Planning and Housing Service.
14. 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 with senior staff to offer advice on Strategic Planning and Housing 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**

<p>Transport requirements: Working patterns: Working conditions:</p>	<p>The work may involve the need to visit other area and County offices, and development sites throughout the area and occasionally further a-field 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. The work is office based</p>
--	--

Northumberland County Council  
**PERSON SPECIFICATION**

<b>Post Title:</b> Student Planner	<b>Director/Service/Sector</b> Planning and Economy, Strategic Planning	Ref: 3061
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Knowledge and Qualifications</b>		
<ul style="list-style-type: none"> <li>Working towards obtaining a professional degree with RTPI accreditation or equivalent.</li> <li>Knowledge of the operational, procedural and practical issues relating to spatial planning and housing.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of how local government works and the challenges facing it.</li> </ul>	
<b>Experience</b>		
<ul style="list-style-type: none"> <li>Practical experience in spatial planning and housing.</li> <li>Practical experience in engaging effectively with others and building productive partnerships</li> </ul>	<ul style="list-style-type: none"> <li>Experience in using GIS and Development Management Software applications.</li> <li>Experience of working in a public sector spatial planning and housing environment.</li> </ul>	
<b>Skills and competencies</b>		
<ul style="list-style-type: none"> <li>Ability to communicate both orally and in writing to a wide range of audiences, including the ability to prepare written material – reports, letters etc that are accurate, rational, convincing and coherent..</li> <li>Ability to apply a methodical and analytical approach to problem solving.</li> <li>Ability to be numerate and able to understand building plans.</li> <li>IT Literate, capable of using MS Word / Excel and office packages.Ability to use tact and diplomacy when dealing with a wide range of people</li> <li>Able to work under pressure, to establish priorities and meet deadlines</li> <li>Ability to deal confidently with a wide range of people</li> <li>Ability to present information clearly and concisely</li> <li>Ability to work under pressure and to tight deadlines whilst working on numerous projects</li> <li>Ability to be efficient and professional</li> <li>Ability to be self-motivated, to use initiative and to work as part of a team.</li> </ul>		
<b>Physical, mental and emotional demands</b>		
<ul style="list-style-type: none"> <li>The work can be demanding. Candidates must possess the necessary commitment and stamina to cope with the challenge of the workload.</li> <li>The post holder must be able to work well under pressure and be able to meet work deadlines</li> <li>The role will require that the post holder is, when appropriate, able to challenge constructively existing ideas and practices</li> <li>The post requires the use of discretion and initiative across all areas of work</li> </ul>		
<b>Other</b>		

<ul style="list-style-type: none"><li>• Ability to meet the transport requirements of the post.</li></ul>	<ul style="list-style-type: none"><li>• A car driver is desirable as contact with partners, members and colleagues county-wide may be necessary.</li></ul>	
---	--	--

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