



# Job Description & Person Specification

Job Title:	Planning Assistant (Policy)	Job Reference:	50529004
Service:	Chief Executive's		
Location:	Beech Hurst, Andover	Grade:	Grade 6
Reports to:	Principal Planning Officer (Strategy)		
Date:	March 2019		
<b>Our Values: We expect all of our employees to live by and demonstrate the Council's five key values of:</b>			
<b>Accountability, Ambition, Empowerment, Integrity, Inclusiveness</b>			
<b>Main job purpose</b>			
To contribute to the Council's planning functions by assisting the Council with implementing the current Local Plan and helping to draft the next Local Plan. This will involve collecting, monitoring and analysing data on changes in planning issues.			
<b>Main responsibilities and duties</b>			
<ol style="list-style-type: none"><li>1. Help deliver the Council's Local Plan and Supplementary Planning Documents through:<ol style="list-style-type: none"><li>a. Undertaking research to inform the formulation of planning policy,</li><li>b. Preparing reports on social, economic and environmental issues affecting the Borough; and</li><li>c. Assisting with public consultation on future planning policy documents, including the analysis of comments (50%)</li></ol></li><li>2. Gathering and reviewing data and producing the annual Authority Monitoring Report for Test Valley (20%)</li><li>3. Providing policy advice on planning applications (20%)</li><li>4. Preparing digital maps (10%)</li></ol>			
The particular duties and responsibilities attached to posts are of necessity in many cases somewhat difficult to define in detail, and may vary from time to time without changing the general character of the duties or the level of responsibility entailed.			

<b>Supervision and management</b>
None
<b>Resources</b>
None
<b>Contacts and relationships</b>
The post will be expected to work with officers from other Services, Councillors, the community and third parties.
<b>Working environment</b>
This is an office based role.

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Everything included in this section needs to be able to be objectively measured in one of the following ways: application form, certificates, testing, interview or references.		
<b>Educational and professional qualifications</b>		
<ul style="list-style-type: none"> <li>▪ Degree in planning or related environmental subject</li> <li>▪ Experience of working in planning</li> </ul>	<ul style="list-style-type: none"> <li>▪ E</li> <li>▪ D</li> </ul>	
<b>Knowledge</b>		
<ul style="list-style-type: none"> <li>▪ Analytical approach to research and monitoring</li> <li>▪ Communication skills to present and explain planning policies to the public</li> <li>▪ Time and management of work</li> <li>▪ Creative thinking</li> </ul>	<ul style="list-style-type: none"> <li>▪ E</li> <li>▪ D</li> <li>▪ E</li> <li>▪ D</li> </ul>	
<b>Experience</b>		
<ul style="list-style-type: none"> <li>▪ Working in an office environment</li> <li>▪ Working in a team environment</li> <li>▪ Analysing figures and drafting reports</li> <li>▪ Use of Geographic Information Systems (GIS)</li> </ul>	<ul style="list-style-type: none"> <li>▪ D</li> <li>▪ D</li> <li>▪ D</li> <li>▪ D</li> </ul>	
<b>Key skills</b>		
<ul style="list-style-type: none"> <li>▪ Good communicator</li> <li>▪ Good organisational skills</li> <li>▪ Analysis of data and interpretation</li> </ul>	<ul style="list-style-type: none"> <li>▪ E</li> <li>▪ E</li> <li>▪ E</li> </ul>	

<b>Personal qualities and behaviours</b>	
<ul style="list-style-type: none"> <li>▪ Good team worker</li> <li>▪ Adaptable</li> <li>▪ Reliable</li> <li>▪ Work under pressure</li> <li>▪ Awareness of environmental issues</li> </ul>	<ul style="list-style-type: none"> <li>▪ E</li> <li>▪ E</li> <li>▪ E</li> <li>▪ E</li> <li>▪ D</li> </ul>
<b>Other Factors</b>	
<p>Evening and weekend working required</p> <p>Must be able to travel to Hampshire wide locations and occasionally to further locations some of which may not be easily accessible by public transport</p>	
<b>Corporate Responsibilities</b>	
<p>All employees are required to adhere to corporate policies, procedures and codes of conduct; full details can be found on the intranet or from your line manager. Particular aspects include:</p> <p><b>Health and Safety</b> - Every employee while at work has a duty to take reasonable care for the health and safety of himself/herself and of other persons who may be affected by his/her acts or omissions at work - Health and Safety at Work Act 1974.</p> <p>All employees are required to adhere to the Council's corporate policy, procedures associated with their duties and to undertake tasks/training in that context, as required.</p> <p><b>Safeguarding</b> - This Council is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and expects all employees and volunteers to share this commitment, and to adhere to the Council's Safeguarding Policy.</p> <p><b>Equalities</b> – This Council is committed to providing equal opportunities for all. We believe that employing people from different backgrounds with a range of perspectives and experiences helps us to deliver high quality services to all our residents. We employ people based on their abilities and potential, regardless of any protected characteristics.</p> <p><b>Social Media</b> - Employees are required to adhere to social media corporate policies and to undertake tasks/training in that context as required. Employees must not bring the Council into disrepute through their use of social media either personally or on behalf of the Council.</p> <p><b>Financial</b> – Employees are required to adhere to the Council's financial regulations and to undertake tasks/training in that context, as required.</p> <p><b>Risk Management</b> - Employees are required to adhere to the Council's risk management strategy and to undertake tasks/training in that context, as required.</p> <p><b>Data Protection and Data Security</b> - We hold and process information about our customers and as such we are legally obliged to protect that information. Data protection is important for the Council, and employees are required to understand and adhere to relevant policies and procedures.</p>	