



Job Description & Person Specification

Job Title:	Planning Officer (Delivery)	Job Reference:	
Service:	Chief Executive – Planning Policy		
Location:	Beech Hurst	Grade:	7/8 (Career Grade)
Reports to:	Principal Planner (Delivery)		
Date:	March 2019		
Our Values: We expect all of our employees to live by and demonstrate the Council’s five key values of:			
Accountability, Ambition, Empowerment, Integrity, Inclusiveness.			
Main job purpose			
To play a key role in delivering the Local Plan and objectives of the Corporate Plan particularly with regard to working with both our existing and new communities. Leading on discussions with infrastructure providers and developers, to help deliver the objectives of the new Local Plan.			
Main responsibilities and duties			
<ul style="list-style-type: none"> • Work in partnership with, including influencing and advising, infrastructure and service providers and communities to identify, plan for and deliver improvements to the Borough’s infrastructure • Support the Principal Planner with the delivery of strategic scale planning projects from the pre application to post planning decision stages by advising on the infrastructure requirements for large scale development and when they should be delivered by • To monitor and implement S106 agreements for strategic sites including liaising and collaborating with colleagues, taking a team approach to ensure S106 agreements are adhered to • Maximise opportunities for external funding in support of infrastructure projects, through the submission of relevant bids and exploiting other ways of securing inward investment • To contribute to policy and strategy formulation to support the corporate objectives in order to assist in the review, adoption and delivery of the Borough Local Plan by identifying best practice and incorporating this into policy development, including the potential allocation of strategic sites • Provide professional advice to internal consultees and statutory infrastructure providers on planning matters, including on planning applications, with a special 			

<p>focus on identifying infrastructure and mechanisms for delivery</p> <ul style="list-style-type: none"> • Maintain up-to-date awareness of legislative, technical and policy changes in relation to Planning <p>NB: The particular duties and responsibilities attached to posts are of necessity and 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.</p>
<p>Supervision and management</p>
<p>No line management responsibilities. Will report to the Principal Planner (Delivery)</p>
<p>Resources</p>
<p>No direct budgetary responsibilities. However, will be responsible for ensuring S106 financial contributions are paid to TVBC on time to enable delivery of essential infrastructure</p>
<p>Contacts and relationships</p>
<p>Chief Executive and Corporate Directors through internal working groups and forums. Responding to Member enquiries. Regular contact and liaison with providers of other public infrastructure such as the County Council as well as statutory undertakers such as water and communications companies.</p>
<p>Working environment</p>
<ul style="list-style-type: none"> • This is an office based role. • Contact with the public with risk of challenge or abusive behaviour. • Occasional site visits may be required

CRITERIA	ESSENTIAL/ DESIRABLE
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.	
Educational and professional qualifications	
Degree in Town & Country Planning or an equivalent qualification that is recognised to a professional level by the Royal Town Planning Institute	E
Membership of the RTPI or working towards RTPI Member status	D

Good standard of education with a Level 2 equivalent qualification (under National Qualification Framework) in literacy and numeracy	E
Strong knowledge of the legislative and planning framework	D (Grade 7) E (Grade 8)
Knowledge	
Good understanding of infrastructure delivery mechanisms including working with infrastructure providers	D (Grade 7) E (Grade 8)
Ability to understand the planning framework in the Borough and the links between the local plan and Test Valley's communities	E
Ability to gather and interpret information on land use planning issues and provide advice and guidance to assist communities to inform decision making	E
Experience	
Recent experience of working on planning policy issues with a focus on infrastructure delivery	D (Grade 7) E (Grade 8)
Experience of delivering strategic allocations including monitoring and implementing S106 agreements	E
Experience of working in a Local Authority	D
Experience of developing good working relationships with a wide range of internal bodies, external customers and other stakeholders as part of developing effective service delivery	D
Key Skills	
Excellent verbal and written communication skills in order to communicate effectively, both within the organisation and externally with customers, communities and partners	E
Able to handle and analyse data and statistics, taking into account the wider internal and external environment, and be able to demonstrate an ability to understand what the data is showing	E
Able to develop new ideas and take a reasoned approach to problem solving	E
Able to work in a planned and organised manner across a number of project areas	E
Politically aware and ability to build effective and productive working relationships with colleagues and external partners	E
Personal qualities and behaviours	
Enthusiastic, proactive and confident	E
Commitment to the principles of community involvement in the planning process showing ability to listen and respond sensitively to the needs of the community	E
Able to work with other people, including officers, Councillors, and external organisations	E

Able to work with minimum supervision and manage own workload, responding flexibly to changes in workflow	E
Other Factors	
<ul style="list-style-type: none"> • Some evening and weekend working may be required • Must be able to travel to Borough wide locations and occasionally to further locations some of which may not be easily accessible by public transport 	
Corporate Responsibilities	
<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>Health and Safety - 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. 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>Safeguarding - 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>Equalities - 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>Social Media - 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>Financial - Employees are required to adhere to the Council's financial regulations and to undertake tasks/training in that context, as required.</p> <p>Risk Management - Employees are required to adhere to the Council's risk management strategy and to undertake tasks/training in that context, as required.</p> <p>Data Protection and Data Security - 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>	