CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL

JOB PROFILE

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| **DEPARTMENT: Department of Place** | **SERVICE GROUP: Planning & Transport Strategy** | |
| **POST TITLE: Technical Planning Assistant/Officer (Local Plan)** | **REPORTS TO: Local Plan Team Leader** | |
| **GRADE: Band 7 – SO2** | | **SAP POSITION NUMBER : 50185968** |

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

For posts where employees speak directly to members of the Public the post holder is required to demonstrate their ability to speak fluently in English.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes.

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| **Key Purpose of Post:** | | | | |
| |  | | --- | | To provide technical assistance in the preparation of a robust and sound Local Plan and policy basis for the District particularly with regard to the collation processing and maintenance of up-to-date and broadly based spatial information and data processing and reporting including availability of land for development, and other constraints and spatial designations.  To provide technical assistance in support of implementation and monitoring of the Local Plan and associated documents including the Annual Monitoring Report (AMR) including to collection, processing and maintaining data sets and associated systems.  To provide technical assistance and support to the consultation and engagement and examination of the Local plan including web based information and electronic systems. | | | | | |
| **Main Responsibilities of Post:** | | | | |
| 1. To provide technical support to the preparation of the Local Plan (including Supplementary Planning Documents and Neighbourhood Plans) and associated evidence base, to ensure effective data collection, processing and reporting in particular land supply information including the development and use of appropriate databases and Geographic Information Systems (GIS). 2. Supporting the collection ( including survey work), collation, review and presentation of up to date planning information and data for use by staff and for access by the public which in particular establishes land availability for housing, employment, previously developed land, small sites, and self-build and on other matters which may be required by the government and the Service ; 3. Preparation and production of data, plans/maps, images and reports by both IT/electronic and traditional methods; 4. Maintaining and developing the Local Plan’s IT capability in liaison with the Team Leader and Transformational Services and advising managers on the development of IT capacity and capability in the Service and government data requirements: 5. Providing technical assistance to relevant staff in reviewing the policies and proposals of the Local Plan, producing development strategies, planning frameworks, planning briefs and guidance, supplementary planning documents and other planning policies and projects; 6. To provide technical and administrative assistance and advice in support of consultation and engagement in the preparation of the Local plan including web based information and electronic systems, including online interactive engagement systems, consultee data bases and notifications systems 7. To provide technical and administrative support for Examination in Public and planning inquiries (including Section 78, and CPO inquiries) including supporting the running as well as technical evidence and professional officers representing the Council at examination and Public Inquiries. 8. To respond to and process informal (public/partners), formal (FOI /EIR) and statutory (Government returns) requests for data and information relating to local Plan and related work areas, in accordance with the Council’s standards and procedures. 9. To continuously keep up-to-date with relevant legislation, government guidance and policies and provide advice to others on interpretation, as required. 10. To participate in any specialist group or working party (internal and external) as required 11. To contribute to the preparation of reports ( in terms of technical information and data ) including those to Council committees and support professional officers in briefings to members, professional officers, senior management and attendance and participation at meetings as appropriate with external bodies and the public on behalf of the Council. 12. Carrying out the content of the work area and such other matters which are the responsibility of the Section as may be required from time to time. | | | | |
| **Structure:**  Planning & Transport Strategy Manager  Local Plan Team Leader  Senior Planning Officer  (x4)  Planning Officers  (X4)  Senior Planning Technician  Planning Assistant | | | | |
| **Special Knowledge Requirement. Will be used for shortlisting.** | | | | |
|  | | | **Essential** | |
| **Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column**. | | |  | |
| Due to the Governments Fluency in English Duty for posts where employees speak directly to members of the public the post holder is required to meet either the Advanced threshold level (which will be implemented where the post requires a greater level of sensitive interaction with the public e.g. in children’s centres) – where the person is able to demonstrate that they can during the interview: a) Can express themselves fluently and spontaneously , almost effortlessly b) Only the requirement to explain difficult concepts simply hinders a natural smooth flow of language | | | X | |
| Basic knowledge of Town Planning legislation, development management procedures and central government planning advice. | | | X | |
| Uses knowledge of Health, Safety and Environmental policies, procedures and regulations including risks in own area of  Work. | | | X | |
| Uses a range of IT packages relating to area of work including geographic Information systems, Microsoft Word /Access and Outlook. | | | X | |
| Ability to adopt a process of continual improvement and suggest ways of  working more efficient and effectively to improve service delivery. | | | X | |
| Knows and understands how to use, interpret, handle and communicate information. | | | X | |
| **Relevant experience requirement: Will be used for shortlisting** | | | |
| At entry level ( Band 7) No experience of working in a planning office or related environment is required but is desirable.  Band 8 requires 2 years post qualification experience.  SO2 requires 3 years experience post corporate member or eligible to membership.  (see Career progression at appended to this Job Profile) | | | |
| **Relevant professional qualifications requirement: Will be used for shortlisting** | | | |
| RTPI recognised degree or equivalent in Town Planning or in an appropriately related subject. | | | |
| **Core Employee competencies to be used at the interview stage.** | | | |
| **Carries Out Performance Management** | | | |
| Covers the employees capacity to manage  their workload and carry out a number of specific tasks accurately to a high standard. | | | |
| **Communicates Effectively** | | | |
| Covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships; giving advice and guidance; counselling, negotiating and persuading and handling private, confidential and sensitive information**.** | | | |
| **Carries Out Effective Decision Making** | | | |
| Covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self-effectiveness and any requirements to quality check work. | | | |
| **Undertakes Structured Problem Solving** **Activity** | | | |
| Covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking; developing practical solutions; applying problem solving strategies and managing interpersonal relationships. | | | |
| **Operates with Dignity and Respect** | | | |
| Covers promoting equality, treating all people fairly and with dignity and respect, maintains impartiality/fairness with all people, is aware of the barriers people face. | | | |
| **Working Conditions:** | | | |
| Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions. | | | |
| Will be required occasionally to undertake work outside normal office working hours by agreement in accordance with the Council's Conditions of Service and contract of  employment. | | | |
| This post is a classed as a ‘Mobile and Flexible Worker’ position for which a Mobile and  Flexible Working Agreement will be mandated. The post holder may be required to work  from a number of operational bases within the Bradford District. | | | |
| **Special Conditions:** | | | |
| You will be informed if there is a requirement for the post to have recruitment checks  such as DBS, Warner Process. | | | |
| **Compiled by: Andrew Marshall**  **Date: 15/5/2018** | **Grade Assessment Date:**  **20/06/18** | **Post Grade:**  **Band 7 – SO2** | |

**Career Progression**

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| **Band** | **Designation** | **Qualifications and Experience** |
| Band 7 |  | RTPI recognised degree or equivalent in Town Planning or in an environment related subject.  No experience.  Non Planning Graduate having passed penultimate year of a post graduate diploma |
| Bar |  |  |
| Band 8 |  | The above plus  2 years post qualification experience, and  satisfactory performance assessed by management interview (with reference to a portfolio of work) and competencies/ behaviours. |
| Bar |  |  |
| SO1 |  | The above plus:  Elected to (or eligible for) corporate membership of Royal Town Planning Institute (MRTPI) or agreed equivalent professional body. |
| Bar |  |  |
| SO2 |  | The above plus:  3 years experience post becoming a corporate member or eligible and  satisfactory performance assessed by management interview (with reference to a portfolio of work) and competencies/ behaviours. |