

ROLE PROFILE

Job family	Regulation & Technical	Role profile number	RT10-0369	Grade J
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Job purpose: Monitoring and enforcement of prescribed regulatory areas, which will include but not limited to, recommendations regarding infringement, resolution advice, event-based activities. Provision of services of a technical, vocational or specialist operational nature to internal and external customers. To provide legal / regulatory /statutory monitoring and enforcement support within a specific work area

Grade J posts are higher in 'Contacts & Relationships' with the requirement to resolve complex and contentious situations with a variety of stakeholders, and often conflicting priorities compared with grade I posts. These posts are also higher in 'Knowledge & Skills' as they require a relevant degree/ professional qualification but postholders may not have the practical experience of applying the skills obtained through study.

Factor	Relevant Job Information
Supervision and/or Management of People	No full management of a team but will be required to monitor the quality and quantity of the work of others. Will provide advice, guidance and support to colleagues to ensure whole team achievements are met.
Indicative qualifications	Degree in relevant profession, or equivalent experience/skills. May be part qualified of a higher level relevant professional qualification. Licence / certificate / qualification required for the role. ITQ 2 or equivalent ICT skills and abilities demonstrating significant experience in related systems
Knowledge and Skills	Some relevant professional experience post qualification in a similar work environment. Expert knowledge of relevant policy, systems, work practices, professional guidelines, legislation in the area of specialism. Excellent ICT skills including use of Microsoft applications and specialist systems. Good knowledge of other areas of the authority relevant to the service. Knowledge of wider sector / external influences. Experience of representing the work area externally Sound communication, interpersonal and presentation skills, proven ability to understand and explain sometimes complex technical / legal / professional issues to a range of audiences. Research and analysis skills to contribute towards the diagnosis of problems/issues and the identification of solutions/recommendations. Proven ability to conduct formal interviews and / or take legal statements. Proven ability to build and maintain effective working relationships at all levels. Good literacy, numeracy and report writing skills. Good planning and organisational skills, with proven ability to prioritise and co-ordinate workload, monitor and evaluate work, to ensure deadlines are achieved. Project management skills and experience Experience in the use of specialist equipment / systems / techniques relevant to the role.
Creativity and Innovation	Creativity and innovation are a feature of the job along with ability to interpret general guidelines to resolve issues. Represent the council at inquiries / court etc to present evidence. Take appropriate action to ensure / support enforcement of / compliance with regulations. Undertake the full range of registration duties, conducting legal and civil proceedings as required. Issue licences / registrations or other authorisations. Ensure compliance with safe practice and the legal use/operation of specialist equipment. Support the development and delivery of team plans. Identify method of analysis to use and action to be taken within a defined area of responsibility. Recommend options, primarily through reference to precedent, supported by original thinking, within guidelines and procedures.
Contacts and Relationships	Provide advice and guidance on complex issues which could be contentious and challenging in nature.

Factor	Relevant Job Information
	<p>Ability to build relationships and engage successfully with colleagues /partners /customers / contractors and suppliers.</p> <p>Negotiation showing tact and diplomacy to deal with conflicting requirements or opinions and the ability to make decisions on the most appropriate action to reach an acceptable conclusion.</p> <p>Contacts will include Senior managers, leadership team, councillors, external bodies and partners.</p> <p>Support others in their development including external organisations / customers where appropriate.</p> <p>Communicate with others in the same field to keep up to date with developments and best practice. Communicate changes in policy and working practice to contacts.</p> <p>May have to appear in court / inquiries to present evidence. Solicitors / court officials when presenting evidence.</p> <p>Build and maintain effective working relationships at all levels.</p> <p>Deal with people at all levels confidently, sensitively and diplomatically</p>
<p>Decisions – Discretion & Consequences</p>	<p>Using general guidelines and utilising a wide range of relevant information, make decisions where advice is not readily available.</p> <p>Assess the options and take appropriate action, where only general guidelines exist.</p> <p>Decisions to ensure outcomes are achieved which serve the best needs of the customer and as a consequence can result in improved services.</p> <p>The consequences of the decisions will have a material effect on the service.</p> <p>Ensure completion of tasks within required standards and timescales.</p> <p>Investigate compliance / legal issues within area of responsibility. Determine the data and tools /techniques required as appropriate to the area of responsibility.</p> <p>Plan and carry out tests / inspections / surveys /assessments / evaluations / audits. Identify issues, resolve straightforward ones, and escalate more complex ones as necessary.</p> <p>Collate, process and analyse information / evidence using the appropriate systems. Ensure all records / information / evidence are managed correctly.</p> <p>Assess situations/ information / cases. Develop and recommend solutions which ensure compliance with appropriate regulations / legislation. Assess and mitigate any risks associated with the recommendations made.</p> <p>Research and evaluate current issues, developments, good practice and legislation changes in work area.</p> <p>Prepare and distribute reports /recommendations / responses / results / other information / documentation as required.</p> <p>Respond to and investigate enquiries / complaints.</p> <p>Represent specialist area internally and / or externally to put Council view and respond to enquiries. Liaise with other organisations / stakeholders to share information.</p> <p>Support the preparation of tenders and contracts.</p> <p>Support the award and monitoring of grants by the council.</p> <p>Assist with the preparation and submission of bids for short- and long-term funding.</p> <p>Ensure all financial transactions are processed and reconciled correctly.</p>
<p>Resources</p>	<p>Little or no responsibility for physical or financial resources</p>
<p>Work Demands</p>	<p>Work subject to interruptions and at times may be competing demands of work priorities</p>
<p>Work Environment</p>	<p>Work may require some physical effort.</p> <p>Majority of work may be performed outside in all weathers or exposure to moderate noise or dirty or difficult and unpleasant surroundings / conditions.</p> <p>Work potentially involving some risks due to nature of activities being provided and / or environment or public / customers.</p>
<p>Our Identity</p>	<p>Our Identity sets out who we are and provides a shared understanding of how we are all expected to lead, work and act with each other, our partners and our residents to deliver our services and build stronger communities. They enable us to continually evolve and adapt to meet the changing needs of our residents and ensure that we continue to deliver great services and make a difference to the people of Wiltshire.</p> <p>All of us are expected to demonstrate the ten elements of Our Identity in how we work to shape and create the organisation we want to be part of. It should influence our decisions, activities, projects and ways of working</p>
<p>Health & Safety</p>	<p>All employees are required to carry out all duties and responsibilities with reasonable care for the health and safety of self and others and report any potential hazards or unsafe practices to their line manager</p>

Factor	Relevant Job Information
Equalities	Wiltshire council is committed to ensuring employees do not discriminate against colleagues, suppliers or third parties at work or harass or victimise others. Incidents of discrimination at work are taken seriously and employees are encouraged to report incidents via their manager or anonymously via the whistleblowing policy .
Authority to work in the UK	All employees must have the legal authority to work in the UK. Non-EU nationals must have the relevant approval to work in the UK from the UK Border Agency. Copies of all documents provided as proof of identity are retained for our records, by providing these proofs the council will treat this as consent.

The above profile is intended to describe the general nature and level of work performed by employees in this role and does not detail a list of all duties and responsibilities. The Council reserves the right to amend this role profile, as necessary.

ROLE DESCRIPTION

Role description:	Planning Officer – Level 2 (Policy)
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Role profile family:	Regulation & Technical	
Role profile number and grade:	RT10-0369	Grade J
Number of posts:	Approx. 8	
Service/Team:	Strategic Planning	
Reports to:	Either: Planning Manager (Strategic) Planning Manager (Minerals and Waste) Principal Officer (Neighbourhood Planning)	

Job Family overview

Regulation & Technical job family overview:

Monitoring and enforcement of prescribed regulatory areas. Provision of services of a technical, vocational or specialist operational nature to internal and external customers

- Assessment of physical or administrative situations
- Judgement or recommendation regarding infringement
- Advice on resolution to participant
- Delivery of authoritative technical services to meet specific event-based request.
- Vocational and / or theoretical knowledge and skills in specific discipline

Service / function Context

The Planning Service is responsible for the delivery of future growth of Wiltshire, ensuring that decisions are taken that deliver high quality place-shaping, following policy guidance and best practice in urban design. It's both a statutory and regulatory service responsible for delivering housing and employment as set out in the adopted Local Plan.

The Strategic Planning Service is responsible for setting the policy context to support the determination of planning applications and ensuring that the authority has a Local Plan that provides the place shaping requirements for Wiltshire in terms of infrastructure, homes and communities now and in the future.

To develop, deliver monitor, and review comprehensive Strategic and Local plans, policies, and programmes; ensuring that the council fulfils its statutory functions at the national sub regional and local levels and provide the policy lead for the authority in addition support the wider planning policy objectives and activities.

Job Purpose

As a Planning Officer you will have responsibility for delivering projects in relation to the preparation, development, monitoring and review of an up-to-date statutory planning policy framework for Wiltshire and its effective implementation, in accordance with legislation, national policy and guidance, for example:

- Specialist policy themes for policies in the Local Plan e.g. economic, housing, renewable energy and sustainable construction.
- Minerals and waste policies.
- Development of supplementary plans and guidance, to support implementation of policy.
- Neighbourhood planning.
- Environmental reports, including Sustainability Appraisal.
- Infrastructure planning - Infrastructure Delivery Plan to support sustainable growth, and policy framework for Community Infrastructure Levy.
- Strategic policy monitoring framework and government data returns.
- Community and stakeholder engagement strategies.

This will include working with a number of multi-disciplinary project teams on a range of specialist planning matters. The role requires a project management and networking skills to facilitate community engagement and stakeholder collaboration and bring forward appropriate development.

In addition, Planning Officers will also support the wider work of the service in developing Wiltshire's strategic role to ensure the council meets its statutory 'duty to cooperate'.

Specific duties

- To support the preparation, appraisal, delivery, monitoring and review of development plan policy, associated plans and guidance for Wiltshire
- To research planning policy and infrastructure issues relevant to Wiltshire and the local sub-regional area; and to prepare, appraise and deliver reports with recommendations for project leads / teams to use when developing policies for inclusion in Wiltshire's development plan requiring practical solutions to ensure outcomes are achieved.
- To work with project team leads and senior managers in developing, appraising and presenting evidence to defend the council's position through the examination of planning policy documents (including Minerals and Waste plans; and the Community Infrastructure Levy – Charging Schedule). To work with and across council services to maintain and develop robust and effective monitoring systems and reporting designed to specifically support the delivery and on-going maintenance of planning policies and to support neighbourhood planning.
- To work on project teams; contributing on a range of planning policy matters and developing specialist knowledge / expertise in particular areas of planning policy (or related professional disciplines) and co-ordinate and deliver aspects of local planning in consultation with councillors, senior officers, and representatives from other services across the council.
- To support project teams with the analysis, interpretation and effective management of representations received on planning policy and guidance documents through consultation / engagement processes; and the preparation for and undertaking of consultation activities.
- Prepare and present responses to requests for information / advice on specialist planning policy matters which may be complex or contentious in a timely and effective manner. This will

include providing responses to consultations on planning applications; providing support at appeals; and working with project teams on responses to plans and strategies produced by internal service areas and neighbouring authorities.

- To plan, organise and undertake site inspections / surveys of development sites (proposed and built); and to record information gathered for use in monitoring systems and policy preparation. In addition, to assist project teams with the appraisal of land, development proposals and plans.
- To support the neighbourhood planning team in undertaking the Council's statutory duties in relation to the neighbourhood planning process as required.
- To deliver exceptional customer service. Fostering positive relationships with a range of stakeholders is integral to the success of delivering quality planning projects.
- To embrace the council's vision and values of "Our Identity", role modelling behaviours and supporting a culture of continuous improvement.
- Take responsibility for maintaining up to date knowledge of changes in legislation/ up to date position on policy /strategy through active engagement in CPD opportunities.

Person Specification

Essential

Qualifications and experience

- Degree in a subject related to planning (e.g., planning, architecture or heritage) **OR** a non-graduate with sufficient planning or planning related experience.
- ITQ 2 or equivalent skill – including expert working knowledge of utilising Microsoft products and the use of databases and Geographical Information Systems.
- Relevant professional experience post qualification working in a similar work environment.

Knowledge and skills

- Expert working knowledge of the planning system and plan making processes.
- Expert understanding of development management processes.
- Good understanding of / or interest in specialist planning policy themes (e.g. minerals, waste, housing, retail, landscape, historic environment, infrastructure).
- Understanding of the examination process.
- Proven ability to problem solves - using research and analytics to provide recommendations.
- Proven experience of research and report writing for a wider range of stakeholders
- Good communication skills, both written and oral (including tact, diplomacy and negotiation).
- Pro-active approach to work and focussed on solutions / outcomes.
- Strong team player.
- Ability to work using own initiative and undertake tasks with minimal supervision.
- Strong time management and organisational skills.
- High level of numeracy, accuracy and analytical skills.

Desirable

- Working towards a higher qualification accredited by the Royal Town Planning Institute (e.g. a Diploma in Town Planning, a master's degree in Town Planning).
- Demonstrable experience of the examination, public inquiry / appeals process.

Career graded posts (where applicable)

This post can be used as a career graded post, designed so that postholders can progress once academic and experience thresholds have been met. This is subject to a vacancy being available and a successful recruitment exercise.

The posts that form part of this career grade structure are:

- Senior Officer (RT12-0366)
- Planning Officer – Level 2 (Policy) (RT10-0369)
- Planning Officer – Level 1 (Policy) (RT08-2610)
- Assistant Planning Officer (RT06-0886)

Supporting information

Driving classification	
<p>Occasional driver A valid UK driving license is not required. Occasionally may need to travel to different locations in order to undertake the duties of the role.</p>	<input checked="" type="checkbox"/>
<p>Regular Driver Must hold a valid UK driving license and have access to either their own car or a pool car in order to undertake the duties of the role, unless other forms of transport are available and viable to perform the role, including public transport, or unless a reasonable adjustment has been agreed.</p>	<input type="checkbox"/>
<p>Required Driver Must hold a valid UK driving license and will drive a vehicle supplied by the Council in order to undertake the duties of the role.</p>	<input type="checkbox"/>
<p>Employees should refer to the Corporate Driving at Work policy for further information.</p>	

Driving trigger points											
<p>The trigger points set out below, regarding driving license points and at-fault accidents, apply to all staff who drive on council business.</p>											
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;">Trigger Points</th> <th style="width: 30%;">Corrective Driver Training Course or further action</th> <th style="width: 30%;">Additional corrective training if appropriate or further action</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Points on driving license</td> <td style="text-align: center;">6</td> <td style="text-align: center;">9</td> </tr> </tbody> </table>	Trigger Points	Corrective Driver Training Course or further action	Additional corrective training if appropriate or further action	Points on driving license	6	9				
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At fault accidents within a two-year period (whether work or personal)	1	2	3								
<p>Job applicants who drive must have 9 or less points on their driving license and must have less than 4 at fault accidents within a two-year period. If they meet the trigger points, they will be subject to the actions outlined in the table above.</p>											
<p>If holding a valid license, occasional drivers will need to declare penalty points and no-fault accidents as requested. Depending on the role, decisions as to whether this might either affect an appointment or require corrective driving training will be made case by case.</p>											

Political restriction	
<p>This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election as a member of parliament, as a member of the Scottish or Welsh Parliaments. The job holder is furthermore not permitted to canvass on behalf of a political party or a person who is already, or who seeks to be, a candidate. In addition, they may not speak to the public or publish any written or artistic work that could give the impression they are advocating support for a political party</p>	<input checked="" type="checkbox"/>
<p>This role is not politically restricted</p>	<input type="checkbox"/>

Professional fees and related occupational costs	
As part of this role, or to support professional development, the job holder is required to be a member of a professional body or association. The job holder is responsible for payment of all professional fees, memberships, registrations or subscriptions and no reimbursement or contribution towards these will be provided by the council	<input type="checkbox"/>
This role does not have any professional or occupational membership requirements	<input checked="" type="checkbox"/>

Clearances – Disclosure & Barring Service (DBS)	
This role will be engaged in ‘regulated activity’ providing specific services relating to children or vulnerable adults and is subject to a Disclosure from the Disclosure and Barring Service.	<input type="checkbox"/>
This role is exempt from the Rehabilitation of Offenders Act 1974 and will require an Enhanced DBS check before appointment can be confirmed.	<input type="checkbox"/>
This role is exempt from the Rehabilitation of Offenders Act 1974 and will require a Standard DBS check.	<input type="checkbox"/>
The role requires a Basic DBS check to check for convictions and cautions that are considered to be unspent under the terms of the Rehabilitation of Offenders Act 1974.	<input type="checkbox"/>
This role is not subject to a Disclosure from the Disclosure and Barring Service in order to undertake the duties of the role.	<input checked="" type="checkbox"/>

Clearances – Baseline Personnel Security Standard (BPSS)	
This role requires access to the UK government Public Services Network (PSN) and is subject to a BPSS check.	<input type="checkbox"/>
This role is not subject to a BPSS check	<input checked="" type="checkbox"/>

Clearances – Non-Police Personnel Vetting (NPPV)	
This role requires working in partnership with the police, and/or having access to Police related systems and is subject to a NPPV check at level 2* . (<i>*regular access to police premises and police information, intelligence and financial or operational assets. Occasional access to those deemed ‘secret’</i>).	<input type="checkbox"/>
This role requires working in partnership with the police, and/or having access to Police related systems and is subject to a NPPV check at level 3* . (<i>*regular unsupervised access to police premises and/or access to police information and/or information systems and/or hard copy material either on police premises or by remote access up to “secret” level. A level 3 includes a check on you, your spouse/partner, co-residents, and all family members</i>).	<input type="checkbox"/>
This role is not subject to a NPPV check	<input checked="" type="checkbox"/>

Safeguarding	
<p>For all roles within Children’s Services. Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the council’s agreed child protection/vulnerable adults protection procedures will be followed.</p>	<input type="checkbox"/>
<p>For all roles within Adult Social Services. Wiltshire Council is committed to safeguarding and promoting the welfare of vulnerable adults and all staff working for the council are expected to share a commitment to this. You will be expected to report any concerns relating to the possible abuse of a vulnerable adult in accordance with the agreed interagency safeguarding adults’ procedures. If your own conduct in relation to the safeguarding of vulnerable adults gives cause for concern, the council’s agreed interagency safeguarding adults’ procedures will be followed, alongside implementation of the council’s disciplinary procedure. The job holder is accountable for their safeguarding of vulnerable adult responsibilities to their line manager.</p>	<input type="checkbox"/>
<p>For all other roles within the council. Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the council’s agreed child protection/vulnerable adults protection procedures will be followed.</p>	<input checked="" type="checkbox"/>