

ROLE PROFILE

Job family	Regulation & Technical	Role profile number	RT08-2610	Grade H
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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 H posts will be required to undertake research and analyse information to provide recommendations to both internal and external stakeholders. Grade H posts are higher in 'Contacts & Relationships' and 'Creativity & Innovation' with increased impact from decisions made compared with grade G posts. This level of post is common across the organisation as an entry level post within the field where postholders will be working towards a relevant professional qualification.

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	HNC or NVQ level 4 or equivalent experience/skills. ITQ 2 or equivalent skill and ability. Working towards relevant professional qualification. Licence / certificate / qualification required for the role.
Knowledge and Skills	High level of relevant and practical experience acquired on-the-job which demonstrates ability to undertake and develop within the role. An advanced understanding of relevant procedures and working practices. Good knowledge of specialist function relevant to service area. Excellent ICT skills including use of Microsoft applications and specialist systems. Experience in the research, analysis and presentation of information. Experience in the use of specialist equipment / systems / techniques relevant to the role. Good communication and interpersonal skills, able to explain technical / legal issues in a straightforward manner. Ability to draft up technical reports and draw conclusions from the data to inform decision making. Good knowledge of other areas of the authority relevant to the service Good organisational skills and the ability to prioritise workloads and achieve deadlines
Creativity and Innovation	Creativity and innovation are a feature of the job along with ability to interpret general guidelines to resolve issues. Provide evidence and documentation for the council at inquiries / court etc. 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	Providing more specialist / professional advice and guidance where the situation and outcome are not straightforward or well established. Involves supporting or guiding colleagues / customers / stakeholders on issues relevant to the service area. Deal with people at all levels confidently, sensitively and diplomatically.

Factor	Relevant Job Information
	<p>Be first point of contact on a range of queries from internal / external customers, will be dealing with challenging situations where influence could be required.</p> <p>Contacts will include colleagues, senior managers, partners, customers, members of the public, and stakeholders.</p> <p>Liaise with external agencies to exchange information. Communicate changes in policy and working practice to contacts.</p> <p>May involve contact with solicitors / court officials</p>
Decisions – Discretion & Consequences	<p>Work is carried out following the framework of accessible guidelines and processes.</p> <p>Decisions are made based on a range of established practices.</p> <p>The consequences of the decisions will have a material effect on the service.</p> <p>Plan, organise and deliver own work to support the delivery of the regulatory / statutory / legal service and ensure completion of tasks within required standards and timescales.</p> <p>Investigate compliance / legal issues within area of responsibility. Including where required more complex / serious issues within specific area of specialisation.</p> <p>Collate, enter, process and analyse information / evidence using the appropriate systems.</p> <p>Research and evaluate information as required and produce reports with recommendations.</p> <p>Work with partner organisations as required.</p> <p>Support customers to plan improvements and monitor outcomes.</p> <p>Assist in the preparation of tenders and contracts.</p> <p>Organise and maintain records and documents using appropriate process / system</p>
Resources	Little or no responsibility for physical or financial resources
Work Demands	Work subject to interruptions and at times may be competing demands of work priorities.
Work Environment	<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>
Our Identity	<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>
Health & Safety	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
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 1 (Policy)	
Role profile family:	Regulation & Technical	
Role profile number and grade:	RT08-2610	Grade H
Number of posts:	1 - 5	
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 Level 1 Planning Officer (Policy) you will be involved in working on a range of 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:

- Policy themes in the Local Plan e.g. economics, housing, renewable energy and sustainable construction.
- Minerals and waste policies.
- Development of supplementary plans and guidance, to support implementation of policy.
- Neighborhood 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 alongside a Level 2 Planning Officer or Senior Planning Officer to gain experience of a number of multi-disciplinary projects on a range of specialist planning matters.

Reporting to a Manager, you will also provide support to other planning officers within the teams, and you will receive mentoring from a range of officers within the service.

Specific duties

- Under the guidance of Senior Planning Officers and Planning Officers, you will support project teams with the preparation, appraisal, delivery, monitoring and review of development plan policy, associated plans and related guidance for Wiltshire.
- Working alongside the Senior Planning Officers and Planning Officers, you will research planning policy and infrastructure issues relevant to Wiltshire and the local sub-regional area; and to prepare, appraise and deliver reports for project leads / teams to use when developing policies for inclusion in Wiltshire's development plan, associated plans and guidance.
- To develop skills 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.
- To work with project team leads and senior managers in developing and appraising 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 support with the maintenance, development and innovation of the council's land-use monitoring systems; and manage the capture and interrogation of spatial data for the use as evidence to support plan making processes. The service and internal / external customers rely upon information gathered through monitoring systems.
- To contribute within project teams; and to develop specialist knowledge / expertise in a particular area of planning policy (or related professional discipline).

- Deliver consultation events and public exhibitions ensuring events are resourced effectively, planning policy documents are made available and accessible to all and that representations received through consultation events are efficiently processed.
- To process and contribute to requests for information from key stakeholders, public or advice on specialist planning policy matters in a timely and effective manner. This will include providing responses to consultations on planning applications; and working with project teams on responses to plans and strategies produced by internal service areas and neighbouring authorities as well as responding to Government returns.
- 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 to deliver 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 behaviors 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

- Degree in a subject related to planning (e.g., planning, architecture or heritage) **OR** a non-graduate with sufficient planning or planning related experience.
- Expert knowledge of planning practice, procedures legislation, advice and policies
- ITQ 2 or equivalent skill - including Microsoft products and the use of databases and Geographical Information Systems.
- Previous experience in a planning environment with project management skills and experience.
- Proven experience of analysing and presenting technical information to a variety of stakeholders.
- Excellent communication and interpersonal skills – being able to communicate effectively with all stakeholders.
- Proven negotiation skills with the ability to undertake negotiations with developers to secure the best development.
- Proven ability to manage and priorities caseloads and meeting deadlines - the ability to organise the postholder's incoming and outgoing workload of planning applications.
- Diplomacy and tact - the ability to relate to a wide range of people - Members, applicants, agents and neighbours - explaining complex policies and objectives in a manner understood by all sections of the community.
- Proven decision-making skills - the ability to weigh up competing arguments about a proposed development and make a sound professional decision based on an understanding of the complex policy framework and all other material considerations.
- Self-motivated but able to work within a busy team and with the ability to motivate others.
- A good understanding of local government- including Wiltshire Council's constitution procedures, standing orders.

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 licence 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 licence 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 licence 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 licence points and at-fault accidents, apply to all staff who drive on council business.</p>			
Trigger Points	Corrective Driver Training Course or further action	Additional corrective training if appropriate or further action	
Points on driving licence	6	9	
Trigger Points	Discussion and advice on expected driving standards	Corrective Driver Training Course or further action	Additional corrective training if appropriate or further action
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 licence 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 licence, 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 appointment or require corrective driver 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 an MEP, as a member of the Scottish or Welsh Parliaments, or as a local councillor. 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"/>

This role is not politically restricted	<input type="checkbox"/>
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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 checked="" type="checkbox"/>
This role does not have any professional or occupational membership requirements	<input 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 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 GCSX network 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* . (*regular access to police premises and police information, intelligence and financial or operational assets. Occasional access to those deemed ‘secret’).	<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* (*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).	<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"/>