

## JOB DESCRIPTION



<b>DIRECTORATE</b>	Place and Climate Change
<b>SERVICE</b>	Planning Policy
<b>POST NUMBER</b>	100259
<b>POST TITLE</b>	Technical Design and Monitoring Officer
<b>POST GRADE</b>	Local Salary Scale S5
<b>CONDITIONS OF SERVICE</b>	National Joint Council (NJC) for Local Government Services as amended locally
<b>RESPONSIBLE TO</b>	Team Leader
<b>RESPONSIBLE FOR</b>	No supervisory responsibility.
<b>JOB PURPOSE</b>	To provide a technical support role within the Planning Policy team to creating an effective and up-to-date planning framework.

<b>MAIN AREAS OF WORK</b>	
<b>1</b>	Design and produce plans and other graphical material for planning policy documents and related publicity/exhibition material
<b>2</b>	Undertake technical research and monitoring work to support the preparation of planning policy documents, notably in relation to development activity, policy implementation and evidence to support development of planning policies
<b>3</b>	Undertake liaison with other agencies, public bodies and other Services of the Council in support of monitoring Local Plan development and implementation of planning policies
<b>4</b>	Assist in the proper monitoring of social, economic and environmental conditions and trends affecting planning policy, the progress of development and key indicators
<b>5</b>	Prepare monitoring reports to support preparation of planning policy documents, notably in relation to development activity and policy implementation
<b>6</b>	Prepare specifications and liaise with companies to obtain quotes for external preparation of final presentational material, where appropriate
<b>7</b>	Provide other draughting/graphics support within the Planning Policy Section, including on Geographic Information System layers
<b>8</b>	Contribute to corporate project groups as required, to help achieve Corporate Plan outcomes
<b>9</b>	Represent both the section and Strategy and Planning Service as appropriate, at meetings and hearings in connection with the above
<b>10</b>	When required and as part of flexible working – to work within other Services and Directorates in support of the Council's overall objectives and projects
<b>11</b>	Co-operate with Managers in implementing the Council's Health and Safety Policy. The responsibilities of members of staff in respect of this are set out in the Council's Health and Safety Manual
<b>12</b>	To undertake any other duties for which the post holder is competent and which the Head of Service considers necessary for the effective and efficient delivery of the Service

## PERSON SPECIFICATION



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<b>POST GRADE</b>	Local Salary Scale S5	
	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		
Good general level of education, with at least 4 GCSEs (higher grades) or equivalent, including mathematics and other relevant subjects.	X	
Full UK Driving Licence.		X
<b>Experience</b>		
Experience in a graphics-related post.	X	
Relevant local planning authority experience.		X
<b>Skills and Abilities</b>		
Able to work as part of a team.	X	
Excellent analytical skills.	X	
Good GIS skills.	X	
Good personal communication skills (oral & written).	X	
Good computer skills, including use of Word.	X	
Good numeracy skills, including use of Excel.	X	
Good layout and graphic design skills.	X	
Methodical approach.	X	
<b>Training</b>		
Training on the Council's GIS will be provided (if required)		
<b>Knowledge</b>		
Use of InDesign, Illustrator and Photoshop	X	
Good understanding of national planning policies.	X	
Use of Geographic Information System (GIS).	X	
General understanding of current planning issues.		X

August 2024