

MTCBC TOWN PLANNING DIVISION

Policy & Implementation Section

Job description for the post of Planning Officer (Development Plans)

Post ref: 07-088

Closing date: 13th April

Principal Job purpose:

To be an integral part of a team involved in the formulation of the Merthyr Tydfil Local Development Plan, together with any subsequent development plans.

Principal Accountabilities:

Development Plan

To carry out work as directed by the Group Leader (Policy & Implementation) as follows :-

- Undertake research, survey and analysis so as to identify issues of importance for the County Borough's development plan;
- Prepare, reference and present data using information technology as appropriate;
- Assist in the formulation of policies and proposals based on the development plan's vision, aims and objectives;
- Organise consultations on the development plan at the relevant stages and ensure that the statutory procedural requirements are met, including stakeholder and community involvement;
- Undertake monitoring to help establish the effectiveness of policy and undertake systematic reviews of the development plan as appropriate;
- Where necessary, prepare for and attend public inquiries and provide professional advice to the Planning and Regulatory Committee.

Supplementary Planning Guidance and Advisory Notes

- In consultation with appropriate officers of the Authority and with those of external organisations, prepare supplementary planning guidance and other advisory notes such as site appraisals and project design /development briefs.

Miscellaneous

- To provide policy observations to the Group Leader (Planning Control) on planning applications and planning appeals;

- To collaborate with other local authorities and organisations in sub-regional or wider working arrangements;
- When necessary, deputise for the Group Leader (Policy & Implementation) at meetings;
- To respond in a timely manner to enquiries from other Departments of the Council, public agencies, developers, Councillors and the general public, as appropriate.
- To undertake any other duties as may be reasonably requested by management commensurate with the scale and position of the post within the Council.

PERSON SPECIFICATION

Job title	Planning Officer (Planning Policy & Implementation)
Department	Town Planning
Location	Ty Keir Hardie
Personal attributes	
1. Amount of experience required	Knowledge and understanding of the development plan process and associated planning policy issues, including Sustainability Appraisal and Strategic Environmental Assessment
2. Technical skills required	Computer literate in word processing, spreadsheets, using email and the internet Excellent administration skills Knowledge of using map based information systems
3. Formal qualifications	The post holder will be a Chartered Town Planner or will have relevant qualifications and experience working as a professional Planner
4. Personality and Competencies required	Be highly motivated and able to work under pressure with minimum supervision whilst actively contributing to a multi-disciplinary team Excellent interpersonal, presentational and organisational skills Good verbal and written communication skills Ability to adhere to tight timescales and deadlines Reliable, enthusiastic and confident Full, current UK driving licence and access to a vehicle

RECRUITMENT PACKAGE TO BE OFFERED

Job Title:	Planning Officer (Planning Policy & Implementation)
<u>Department:</u>	Town Planning
Annual gross basic salary:	£16,137 - £28,221 (SCP 18-36)
Benefits:	STANDARD AUTHORITY BENEFITS WILL APPLY UNLESS INDICATED OTHERWISE.
Hours of work:	FLEXI FULL TIME
Location:	TY KEIR HARDIE
Special conditions:	NONE