



ROLE PROFILE FOR ASSISTANT PLANNING POLICY OFFICER

Role Title: Assistant Planning Policy Officer

Service: Built Environment and Regulation

Location: Surrey Heath House, Knoll Road, Camberley, Surrey, GU15 3HD

Reporting To: Planning Policy and Conservation Manager

Role Purpose

To help deliver a range of Planning Policy and Conservation services for the Council.

Main Duties and Accountabilities

Knowledge and Expertise

Following suitable training:

- To provide up to date information on monitoring data as required by the Planning Policy and Conservation Manager.
- To maintain essential monitoring databases and provide this information to other organisations as required, and under supervision, produce the Authorities Monitoring Report.
- To operate essential information systems for the Planning Policy and Conservation.
- To undertake Geographic Information System mapping.



- To be able to prepare simple planning policy and research documents in support of the Local Plans process and wider corporate objectives.
- To be working towards a good understanding of national planning policy and the Local Plans system and be able to apply this.

Creativity and Innovation

- Will be able to develop excellent data collecting skills and to undertake analysis of that data into a format that aids in the delivery of the Council's Local Plan processes.

Impact upon the Organisation & the Community

- The post holder will be required to undertake monitoring and produce reports within target timescales to ensure delivery of planning policies to support the organisation's corporate objectives.
- Planning policy outcomes are important to how the organisation delivers its corporate objectives, including its community strategy. Local Plans have an impact on individuals, communities and on the character of the Borough.

Initiative & Independent Action

- To manage own workload within priorities set by the line manager.
- To deliver outputs in accordance with standards set down in the Council's corporate standards.
- Engage with colleagues, other internal services, external organisations and groups, and the wider community about Planning Policy and other Council issues, as required.

General



- The post holder will be expected to undertake other duties as may be requested by the Planning Policy and Conservation Manager.

Customers and Contacts

Important Internal Relationships

- Must be able to work well with all colleagues in the Planning Policy and Conservation Team.
- Will have sound working relationships with Development Management colleagues and other officers of the Council, as required.

Important External Relationships

- Will have professional working relationships with external customers.

Additional Requirements

- To continuously suggest/improve and/or update processes and procedures by digitalisation and streamlining with a view to maximising effectiveness, efficiency and to enable data sharing.
- To work collaboratively with colleagues in accordance with our corporate values and policies to achieve the Council aims and objectives.
- Ability to work from home with access to reliable fast broadband connectivity.
- No contra-indications in personal background or criminal record indicating unsuitability in this role.
- Legally entitled to work in the UK.



- Ability to participate in the Council's out of hours Civil Emergency arrangements.
- Carries out any other duties commensurate with the grade of this post as is required of the Council.



Assistant Planning Policy Officer - Person Specification

Qualifications and Training

Criteria	Essential (E) or Desirable (D)	Application (A), Interview (I) or Assessment (As)
A Degree in Town and Country Planning or Geography or a Degree in a related subject.	E	A

Knowledge and Experience

Criteria	Essential or Desirable	Application, Interview or Assessment
Knowledge of the Planning process.	E	A/I
Working knowledge of planning legislation, national planning policy guidance and planning reforms.	D	A/I
Previous experience of working to deadlines.	D	A/I
Previous experience dealing with customers.	D	A/I



Skills and Relations with People

Criteria	Essential (E) or Desirable (D)	Application (A), Interview (I) or Assessment (As)
Excellent IT skills, including the use of Microsoft Office and creating Word documents and spreadsheets in Excel.	E	A/I/As
Effective oral and written communication skills.	E	A/I
Good analytical skills and judgement forming,	E	A/I
Enjoys working within a team environment but can work independently.	E	A/I
Ability to understand planning documentation.	E	I
Ability to understand and follow procedures.	E	I
Ability to work effectively under pressure.	E	I

Creativity and Innovation

Criteria	Essential or Desirable	Application, Interview or Assessment
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A good team player with an ability to work in a team environment and collaboratively with others.	E	A/I
Ability to problem solve.	E	I

Impact upon the Organisation and the Community

Criteria	Essential or Desirable	Application, Interview or Assessment
Recognise the impact of the planning function upon the community and relationship to the Council's functions and corporate priorities.	E	I
Able to provide input into corporate projects and policy groups.	E	I

Initiative and Independent Action

Criteria	Essential or Desirable	Application, Interview or Assessment
Ability to work independently.	E	A/I
Organised with attention to detail.	E	A/I
Able to work to deadlines.	E	A/I

Additional Requirements

Criteria	Essential or Desirable	Application, Interview or
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		Assessment
Full valid driving licence	E	A
Ability to carry out site visits	E	I

Safer Recruitment & DBS Requirements

- Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff to share this commitment.
- No DBS Check Required

