



# Falkland Islands Government – Job Description

<b>Job Title:</b>	Planning Officer		
<b>Department:</b>	Development & Commercial Services	<b>Section:</b>	Planning & Building Services
<b>Reports to:</b>	Head of Planning & Building Services		
<b>Grade:</b>	Falkland Islands Government Grade – C	<b>Job Code:</b>	616PO1 / 616PO2
<b>Job Purpose</b>			
To support the Head of Planning and Building Services in the provision of advice to the Falkland Islands Government in relation to land use planning matters and the preservation, protection and improvement of the environment. In the provision of such advice, to seek to maintain a proper balance between the sustainable, economic and social development of the Islands and the preservation of the natural and historic environment.			
<b>Main Duties &amp; Responsibilities:</b>			
Support the Head of Planning & Building Services to discharge the requirements of the Planning Ordinance 1991 by performing the following tasks:			
<ul style="list-style-type: none"><li>Offer a pre-application advice service for planning proposals, interpret legislation and advise on the need for planning consent. Negotiate with applicants, and or their agents, prior to the submission of an application.</li><li>Oversee the development management administrative functions of the department including the validation and registration of planning applications and the plotting of development sites and the updating of public registers. Ensuring that all relevant information and fees are submitted in accordance with statutory requirements and advise applicants/agents of any alterations or further information required for acceptance of complete planning applications.</li><li>Responsible for processing and making recommendations on planning applications, including householder, commercial applications, advertisement consent, change of use, certificates of lawfulness, EIA applications and Listed Building applications etc and other types of application including arrangements for consultations and publicity, discussions with applicants, statutory and non-statutory consultees and other interested parties, site inspections and ensuring that personal performance assists in securing all departmental performance indicator targets.</li><li>Lead on negotiations on design and other improvements to development proposals to secure a high standard of design and development for the Falkland Islands.</li><li>Prepare reports and make recommendations on planning applications for consideration by the Head of Planning and the Planning and Buildings Committee as per the scheme of delegation, attend and present at the Planning and Buildings Committee and determine delegated applications.</li><li>Attend and oversee the facilitation of the Historic Buildings Committee, including presenting listed building applications, processing historic buildings grants and keeping up to date budgets.</li><li>Attend and present at Planning and Buildings Committee as required.</li><li>Deal with post-decision matters such as discharge of conditions, advise on re-submissions, minor amendments, and prepare appeal statements.</li></ul>			



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<b>Job Title:</b>	Planning Officer
<b>Main Duties &amp; Responsibilities: (continued)</b>	
<ul style="list-style-type: none"><li>Contribute to the monitoring of developments and the enforcement of planning control, liaising where necessary with Legal Services in the exercise of the Governments enforcement powers.</li><li>Contribute to the preparation of master plans and design guidance for key sites and special topics.Undertake analytical work which informs the formulation of planning policy working with other departments, agencies and organisations where necessary.</li><li>Assist in preparation of evidence for local plan examination when necessary.</li><li>Assist in monitoring and reporting on progress of adopted plan, policies and performance targets.</li><li>Attend internal and external meetings as part of collaborative working on planning policy development with relevant internal and external stakeholders.</li><li>Organise and co-ordinate public meetings and consultation events.</li><li>Project manage own workload, taking into account performance targets to ensure the continued delivery of an effective and efficient Planning Service.</li><li>Maintain accurate and reliable records in relation to casework and planning advice enquires.</li><li>Remain up to date with and knowledgeable of relevant legislation and case law, using that knowledge in dealing with planning work and in assisting with enforcement where necessary.</li><li>Contribute to the delivery of the Business and Service Improvement Plans and any other departmental performance frameworks as required.</li><li>Handling payments, raising orders or processing invoices in a particular area as required.</li><li>Support a customer focused culture in service delivery by adopting a customer focused approach to clients by providing a prompt, helpful and courteous response to calls on the service by members of the public, Government members, and internal colleagues.</li><li>Support and mentor junior staff.</li></ul>	
<b>General Accountabilities:</b>	
<p>To ensure that all relevant information received and disseminated, whether verbal, written or electronic concerning all employees, prospective employees or service users is treated in the strictest confidence and that all such information held is regulated and controlled in a similar manner in compliance with Falkland Island legislation.</p> <p>To ensure that all duties and responsibilities are performed in a safe manner so that no risk to health and safety arises to yourself, any other employee or member of the public.</p>	



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<b>Job Title:</b>	Planning Officer
<b>Complexity &amp; Creativity:</b>	
<p>The post holder will be responsible for advising on a range of planning applications that may often be controversial. Planning applications often demand the ability to balance a number of complex views/policies and guidelines. Negotiated amendments require creative alternatives to be developed. During the processing of planning applications there will be many problems – solving opportunities and good negation skills will need to be employed. The post holder will need to demonstrate an aptitude in these areas.</p>	
<p>The post holder will play an important role in supporting the Head of Planning &amp; Building Services. This will require an overall understanding of the role of the department in delivering high quality customer focused outcomes.</p>	
<b>Judgement and Decisions:</b>	
<p>The post holder will frequently act on his/her own initiative. They will be responsible for drafting reports to the Head of Planning &amp; Building Services and Planning and Buildings Committee with recommendations requiring balanced judgments and for making decisions on delegated applications. They will require the confidence to represent the interests of the Planning &amp; Building Services department outside the unit and to give sound advice on the planning aspects of enforcement.</p>	
<p>The post holder will be expected to make a positive contribution to the continuous improvement of the planning service. They will also play an important role in supporting and developing more junior members of the department.</p>	
<p><b><i>The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.</i></b></p>	



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Person Specification:	Planning Officer		
Criteria	Essential	Desirable	Assessment Method
<b>Knowledge &amp; Qualifications:</b>			
RTPI accredited degree (or equivalent) in Town & Country Planning (or other relevant subject).	✓		A
Chartered membership of Royal Town Planning Institute membership (or other country equivalent).	✓		A
Knowledge of the main operational, procedural and practical issues relating to a Planning/Development Management role and function.	✓		A/I/P/O
Knowledge of current inter/national laws, regulations, policies, procedures, developments, principles and practices of planning/Development Management.	✓		A/I/P/O
Evidence of CPD and ongoing personal development.	✓		A/I/P/O
Valid Driving Licence.	✓		A
Post Graduate qualification in Town Planning or other relevant subject.		✓	A
Understands the diverse functions of a public sector organisation and relevant profession issues.		✓	A/I/O
<b>Experience:</b>			
At least 3 years post qualification work experience in a Planning/Development Management function and in the processing and assessment of a range of planning applications including major applications and EIA development.	✓		A/I
At least 2 years work experience in a public service planning/development management environment eg in a local authority or Government department.	✓		A/I
Experience in working collaboratively with service users and in dealing with members of the public.	✓		A/I/P/O
Experience in engaging effectively with others and building productive partnerships.	✓		I/O
Experienced in the use of case management and document management systems.		✓	A/I/P/O
Experience in a relevant specialist area.		✓	A/I/O
Strong communication skills for effective liaison with colleagues, developers, architects and members of the public etc.	✓		A/I/P/O



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Criteria	Essential	Desirable	Assessment Method
<b>Skills &amp; Competencies:</b>			
Knowledge and ability to effectively use computer hardware and software programs, which may include Microsoft Office, Internet applications, and GIS.	✓		A/I/P/O
Able to apply own initiative to overcome day-to-day operational problems.	✓		I/O
Ability to prepare effective written material – reports, letters, site notes etc, that are accurate, rational, convincing and coherent.	✓		A/P/O
Good interpersonal skills to be able to deal credibly with all stakeholders.	✓		I/P/O
Highly organised with excellent administrative and time management skills.	✓		A/I/P/O
Applies a methodical and analytical approach to problem solving.	✓		I/P/O
Sound creative thinking to deliver imaginative solutions to planning problems.	✓		I/P/O
Good numeracy and verbal reasoning skills.	✓		I/P/O
Able to persuade others to an alternative point of view and an aptitude for listening to, and negotiating with, a diverse range of people.	✓		I/P/O
An ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions.	✓		I/O
Ability to work under pressure and to strict deadlines whilst maintaining accuracy and ensuring good attention to detail.	✓		A/P/O
Solid Project Management experience.	✓		A/I/O
Demonstrable ability to learn quickly, under pressure.		✓	I/P/O
Ability to create graphic designs, development strategies, and render site plans via sketches and/or computer graphics.		✓	A/I/P/O
Demonstrable commitment and an understanding of the process of presenting to committee and preparing appeal statements.		✓	A/I/P/O



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<b>Person Specification:</b>	Planning Officer		
Criteria	Essential	Desirable	Assessment Method
<b>Personal Attributes:</b>			
Good attention to details while keeping big-picture goals in mind.	✓		A/I/P/O
Demonstrates an awareness and commitment to proactive customer care and services.	✓		I/P/O
Ability to work on several projects or issues simultaneously.	✓		A/I/O
Able to maintain confidentiality of sensitive data.	✓		R/O
Awareness of sensitivity of information in a small community.	✓		I/O

## Method of assessment:

A - Application Form I - Selection Interview R – Reference P – Presentation O - Others (e.g. case studies/visits)