

JOB DESCRIPTION

POST TITLE:	Forward Planning Officer
POST NUMBER:	PF06
GRADE:	G
RESPONSIBLE TO:	Forward Planning Team leader
LIAISON WITH:	Principal Housing Enabler and Forward Planning Officer, Principal Forward Planning Officer, and Forward Planning Assistant.

KEY CORPORATE ACCOUNTABILITIES:

1. To prepare planning policies and proposals.
2. To advance nature conservation and landscape interests.

KEY SERVICE ACCOUNTABILITIES:

1. To help prepare development plan documents, including Local Plans and their revisions, and advising groups preparing Neighbourhood Development Plans.
2. To be involved with strategic planning issues with other local planning authorities in Devon and Somerset and Sub Regional Studies.
3. To be involved in other relevant policy matters and schemes such as carbon zero and climate change, housing, transport, recreation, landscape and conservation of the natural and built environment.
4. To prepare Development Briefs, Supplementary Planning Guidance & Documents, policy notes and implementation schemes arising out of planning studies.
5. To attend and speak at Council Committees, public meetings and meetings of other organisations.
6. To produce other local planning studies involving carrying out surveys, research, analysis and consultation and formulating policies and proposals.

OTHER DUTIES:

In order to deliver services effectively, a degree of flexibility is needed and the postholder may be required to perform work not specifically referred to above. Such duties, however, should not normally exceed those expected of an employee at that grade.

HEALTH AND SAFETY:

The Council has a health and safety policy, which outlines its responsibilities as an employer, and the responsibilities of its employees in respect of health and safety. All employees need to be aware of this policy and comply with its content.

DATA PROTECTION:

It is the responsibility of the Postholder to ensure the section's compliance with the requirements of the Data Protection legislation.

EQUAL OPPORTUNITIES:

The Council is committed to providing equality of opportunity, and has an Equal Opportunities Policy, which gives clear guidance on the responsibilities of both the employee and the employer. All employees must be familiar with and comply with all aspects of the Policy.

Date: November 2024

MID DEVON DISTRICT COUNCIL'S REQUIRED COMPETENCIES



Our eight core competencies are relative to every role within Mid Devon District Council. They link to our values of Pride, Performance, People and Partnerships to support the delivery of our vision, together with building an effective, positive and collaborative place to work.

Seeing the Big Picture	<i>You understand how your role fits with and supports the organisational objectives. You recognise the wider Council's priorities and ensure work is in the wider public needs</i>
Changing & Improving	<i>You seek out opportunities to create effective change and suggest innovative ideas for improvement. You review ways of working, including seeking and providing feedback in a positive manner</i>
Making Effective Decisions	<i>You use evidence and knowledge to support accurate decisions and advice, carefully considering alternative options, implication and risks of decisions</i>
Delivering Quality, Value & Pace	<i>You deliver service objectives with professional excellence, expertise and efficiency, taking into account the diverse customer needs and requirements in a timely manner</i>
Leading by Example	<i>You show pride and passion for public service, creating and engaging others in delivering a shared vision. You value difference, diversity and inclusion, ensuring fairness and opportunity for all</i>
Communicating & Influencing	<i>You communicate purpose and direction with clarity, integrity and enthusiasm. You respect the needs responses and opinions of others</i>
Building Capability	<i>You focus on continuous learning and development for self, others and the organisation as a whole</i>
Collaborating & Partnering	<i>You form effective partnerships and relationships both internally and externally, from a range of diverse backgrounds, sharing information, resources and support</i>

The above competencies should be read in conjunction with the listed policies below. Managerial roles should pay special attention to the expectations of managers as set out within the staff charter.

The Code of Conduct, The Dignity at Work Policy, The Nolan Principles and The Staff Charter

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Qualifications and Experience:	• Hold or working towards Royal Town Planning Institute recognised planning qualification. • Demonstrable experience in public or private sector planning.	• Membership of the Royal Town Planning Institute
Knowledge and Expertise:	• National planning policies relating to Development Plan preparation. • Procedures for the preparation of Local Plans and other development plan documents. • Preparation of technical evidence and studies relevant to plan making	• Procurement and project management
Skills:	• Written and Verbal Communication. • Learning. • Good standard of use of Information Technology	• Housing and economic land availability assessments, Sustainability Appraisal • Statistics. • Higher level Information Technology.
Personal Attributes:	• Team working • Individual Initiative	
Special Requirements:	• Ability to travel extensively around the Mid Devon area	• Ability to work across Council service areas and work in partnership with other Councils and organisations

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