

JOB DESCRIPTION



POST TITLE:	Forward Planning Assistant
POST NUMBER:	PF07
GRADE:	E
RESPONSIBLE TO:	Forward Planning Team leader
LIAISON WITH:	Principal Forward Planning Officer, Forward Planning Officer, Graphic Designer, Monitoring and Information Officer, and Support Assistant.

KEY CORPORATE ACCOUNTABILITIES:

1. To assist in preparation of planning policies and proposals
2. To advance the delivery of sustainable development

KEY SERVICE ACCOUNTABILITIES:

1. To assist in preparation of local plans and supplementary planning documents, assisting in Examinations in Public where necessary.
2. To produce local planning studies involving carrying out surveys, research, analysis and consultation.
3. To be involved in other relevant policy matters and schemes such as recreation, transport, landscape and conservation.
4. To prepare project briefs, guidance, policy notes and implementation schemes arising out of planning studies.
5. To attend and speak at Planning Policy Advisory Group meetings, public meetings and meetings of other organisations.
6. To assist with the interpretation and implementation of national planning policy, legislation and the Duty to Co-operate.

OTHER DUTIES:

In order to deliver services effectively, a degree of flexibility is needed and the post holder 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.

RISK MANAGEMENT:

All employees need to have an awareness of risk management and are responsible for ensuring that they manage risk effectively in their job and report hazards and risk to their Head of Service or Senior Manager.

DATA PROTECTION:

It is the responsibility of the Post holder to ensure that the section's requirements for compliance with the Data Protection legislation are met.

SAFEGUARDING CHILDREN AND ADULTS AT RISK:

The Council has a Safeguarding Policy, which outlines its responsibilities and the responsibilities of its employees. All employees need to be aware of this Policy and comply with the contents.

When considering the duties of this role as part of the most recent Job Evaluation (JE), a decision was reached using the [government DBS Tool](#) that this role is required to hold a Basic DBS level check. The basis on which this form of DBS is renewed is explained further within our DBS policy.

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:	Degree in Planning or a related field	- Hold or working towards Royal Town Planning Institute recognised planning qualification. - Experience in public or private sector planning
Knowledge and Expertise:	Knowledge of national planning policies relating to Local Plan preparation	Knowledge of procedures for the preparation of Local Plans.
Skills:	- Good written and verbal communication - Good standard of computer literacy	Higher level Information Technology (ArcGIS, Microsoft Access)
Personal Attributes:	- Team working - Individual initiative - Accuracy, reliability and patience - Committed to equality of opportunity and understanding of diversity issues	Personality and assurance to deal with difficult situations
Special Requirements:	Ability to travel extensively around the Mid Devon area	

Date: June 2015