



JOB DESCRIPTION

Job Title: Planning & Transport Strategy Assistant
Job Ref. No:
Directorate: Policy & Resources
Division: Development Services
Responsible to: Principal Officer - Planning & Transport Strategy
Grade: HBC 6

MAIN PURPOSE OF THE JOB:

To provide the provision of GIS linked data and mapping services and other technical and research support for the Local Development Framework.

To develop and maintain databases linked to GIS information; collection, analysis and presentation of research and monitoring data for the preparation of the Local Development Framework and to meet the obligations to monitor planning policy.

Main Duties and Responsibilities:

1. To assist in ensuring that the Council carries out its statutory duty as a planning authority and to contribute to the achievement of the department's strategic plans including the electronic delivery of geographical information.
2. The preparation of plans, diagrams and digital information for the Annual Monitoring Report and Local Development Documents.
3. The preparation, input and maintenance of data linked to Geographical Information Systems.
4. Provision of display mapping and other visual aids for public consultation purposes.
5. Assist with the development and implementation of policies and providing technical advice to colleagues where necessary.
6. The preparation and submission of national and regional monitoring returns related to planning activity.

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff, workers and volunteers to share this commitment.

7. To assist in the preparation of the evidence base for the Local Development Framework, including demographic and survey analysis.
8. Carry out survey work and statistical analysis as required for Halton Local Development Framework and other forward planning projects, using appropriate information technology, both for site visits and office based analysis and monitoring.
9. Maintenance of appropriate contacts database to enable communication with stakeholders in connection with local development plans.
10. Maintenance and periodic updating of the Council's evidence base for use in production of local development documents.
11. Liaison with other Council Departments and Local Authorities on research and monitoring information.
12. To assist in the designing of systems and databases for monitoring existing and future planning policy.
13. To ensure land use survey data is collected to an agreed quality standard and is held on the appropriate geographical information system.
14. Occasional support to the development control section in relation to its technical needs.
15. To undertake such other duties as may be determined from time to time commensurate with the substantive grade of the post.

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PERSON SPECIFICATION

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ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Education and Qualifications	A degree in planning or a related subject or equivalent experience	Hold, or be studying for a relevant professional qualification	Application and Interview
Experience	Experience of a computerised databases Practical knowledge of GIS systems	Experience of undertaking public consultation exercises Experience of using Map Info, Plan Web or Uniform	Application and interview
Skills and Abilities	Ability to carry out effective		Application and interview

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	<p>and efficient research, in preparation of a sound evidence base</p> <p>Ability to produce clear and concise reports</p> <p>Good organisational skills and the ability to prioritise work to meet deadlines</p> <p>Close attention to detail</p> <p>Good numerical skills</p> <p>Car driver with a vehicle available for work</p>		
Other Requirements	Willingness to work flexibly within a team environment		Interview

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