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| **Planning & Transport Strategy assistant**  **SALARY GRADE: HBC6** | Halton Borough Council  resourcing@halton.gov.uk |
| Working at Halton | |
| All our colleagues at Halton have made a positive commitment to delivering great outcomes for our communities. Whoever joins us will share that passion for outstanding service, and strongly align with the values which define our workplace culture:   * Working Together – building fantastic relationships with colleagues and customers * Continuous Improvement – keeping great service delivery at the heart of everything we do * Personal Growth – learning, growing and developing ourselves * Accountability – doing what we say we are going to do * Inspiring Leadership – positive roles models and leading by example   *To read more about our values, click* [*HERE*](https://haltoncouncilcareers.co.uk/values/)  **We are immensely proud that when asked what’s great about working for Halton, the most popular response from our workforce has been ‘*our colleagues’*.**  Aside from working with a great team, our employees have access to a fantastic range of benefits, including:   * A generous annual holiday allowance starting at 34 days per year (including bank holidays), increasing with long service * Membership of our defined benefit, salary-linked pension scheme with generous Employer Contributions * 3 x Salary Life Cover via Local Government Pension Scheme * Investment in your personal development * Free Car Parking at HBC sites * Flexible / hybrid working arrangements available * Car leasing schemes * Essential Monthly Car User Allowance\*   *For further information about all the benefits we offer, please click* [*HERE*](https://haltoncouncilcareers.co.uk/benefits/)*.* | |
| About the Job | |
| Halton’s Planning and Transport Policy Team, are a small team who are responsible for developing and maintaining the Delivery and Allocations Local Plan (DALP) and its associated evidence documents.  The Planning and Transport Strategy Assistant plays a key role in the team, and is required to update and maintain databases, be versed in GIS software (Mapinfo preferably) and support the development of annual monitoring reports. Halton will in the future be changing from MapInfo to another GIS system and part of that role is to assist with this.  More specific responsibilities include:   * 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. * The preparation of plans, diagrams and digital information for the Annual Monitoring Report and Local Development Documents. * The preparation, input and maintenance of data linked to Geographical Information Systems, including land use survey data. * Assist with the development and implementation of policies and providing technical advice to colleagues where necessary. * The preparation and submission of national and regional monitoring returns related to planning activity. * To assist in the preparation of the evidence base for the Local Development Framework, this includes site visits, survey work, office based demographic and survey analysis. * Maintenance and periodic updating of the Council’s evidence base for use in production of local development documents including databases to enable communication with stakeholders. * Liaison with other Council Departments and Local Authorities on research and monitoring information. * To assist in the designing of systems and databases for monitoring existing and future planning policy. | |
| About You You will have a qualification in a planning related subject or relevant experience in a similar role. | |
| In addition you will have:   * Experience of databases with the ability to produce clear and concise reports, with an eye for detail. * Practical Knowledge of GIS systems (MapInfo advantageous). * Ability to carry out effective and efficient research, in preparation of a sound evidence base, with good organisational skills and the ability to prioritise work to meet deadlines.   As this role involves regular travel across the borough and sometimes further afield, a driving license and access to a vehicle are essential requirements. Where appropriate, reasonable adjustments will be made in accordance with the provisions of the Equality Act.  The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment. | |
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