

Job Description

Job Title	Planning Assistant - Strategic Planning
Grade	Band F
Reporting To	Strategic Planning Manager
JD Ref	REG00163G(A)

Purpose

To support the work of the Strategic Planning team including Urban design and Heritage, assist with data collection and management, administering various data bases, assisting team members with consultations and policy development and carrying out research on topics as required.

Main Duties And Responsibilities

Behavioural:

- Assisting with production of policy and guidance
- Administering of various databases and using the data to effectively monitor policy.
- Assisting with neighbourhood planning
- Assist in providing advice on development proposals to the Local Plan.
- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values in the role and organisation.

Communication, Engagement and Training:

- Manage a range of communications in an efficient, effective and positive manner including by telephone, in writing and in person.
- Carry out necessary consultations, assess responses and assist in providing recommendations on appropriate course of action.
- To liaise with other sections of the Council and outside bodies/ organisations as appropriate.

Data Analysis and Decision-Making:

- Carrying out policy research and analysis and development of evidence through data gathering and analysis.

Compliance:

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- Maintain an effective working knowledge on current legislation and implementation of national, regional and local planning laws and regulations.

Other:

- Any other duties commensurate with the grade.

Role Specific Knowledge, Experience And Skills

Qualifications

- Has / is studying towards a planning qualification or related discipline

Knowledge & Skills

- Knowledge of the relevant law, Government guidance, policies and practice relating to planning.
- Excellent communication skills, including the ability to write clear reports and present ideas verbally.
- Ability to work effectively with individuals, teams, customers, partners and staff.
- Focuses on customer satisfaction and deliver a quality service.
- Ability to cope with a heavy workload and respond to tight deadlines with minimal supervision.
- Understands the functions and needs of the service and how it works to deliver the organisations objectives.
- Adapts and responds well to change.
- Open to new ideas and opportunities.
- Handles situations and problems, recognising controversial and sensitive issues.
- I.T. literate, ability to use MS Office and ability to become competent at using other software applications relevant to the role.
- *Desirable – Knowledge of democratic process and appreciation of the role of Elected Members.*

Experience

- Experience of working in a team
- Experience of gathering data, managing databases and analysing results.
- Experience of working with customers to understands their needs.
- *Desirable - Experience of working in a planning, design or heritage environment.*
- *Experience of working with GIS and mapping data*

Additional Information

Work hybrid, with a flexible working approach to accommodate service needs.

On occasion, able to work outside traditional hours, of a weekend and evening as required, adopting a flexible working approach in response to business requirements.

Health & Safety Considerations: Prolonged Repetitive Movements/Actions

- Lone working
- Work with VDUs (Video Display Unit) (>5hrs per week)

Approved By: Mandy Lewis, AD – Chief Planner

Date Of Approval: January 2025



ACCOUNTABLE



AMBITIOUS



RESIDENT
FOCUSED



PROFESSIONAL