



JOB PROFILE

Post Title:	Planning Officer
Portfolio:	Environment, Natural Resources and Planning
Responsible to:	Head of Planning and Building Control Services
Responsible for:	Nil staff
Grade:	

Job Purpose

To improve the lives of all within our community and help the island thrive by supporting the Head of Planning and Building Control (HoPBC) to provide a land planning service through administering and enforcing the Land Planning and Development Control legislation and policy and provision for executive support to the Land Development Control Authority (LDCA).

Main Duties and Responsibilities

- Under direction of the HoPBC, sign and issue all development or other notices authorised by the LDCA under the provisions of the land planning and development control legislation and policy.
- Administer the Land Development Control Plan (LDCP) through:
 - Ensuring development applications comply with LDCP by consulting widely with Applicants and other stakeholders;
 - Producing reports and making presentations with recommendations for the consideration and evaluation of all planning applications submitted to the LDCA, and advise them accordingly;
 - Monitoring development and advising the HPBC and LDCA accordingly.
 - Ensure that the development application process is operated efficiently to the benefit of SHG, clients and the LDCA.
 - Provide advice to both the Public and Private Sectors on the development application process, procedures and land-use matters.
 - Represent the LDCA on all Appeal Applications to the Land Development Appeals Tribunal (LDAT).



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- Provide support to the Building Inspectors (when required).
- Assist the HPBC with development and monitoring of the Section's annual targets within the ENRP Strategy and Delivery Plan.
- Take responsibility for monitoring the Section's annual budget in liaison with the HPBC.
- Undertake additional responsibilities towards the HPBC post when the post-holder is indisposed.
- Undertake other duties appropriate to the level of post as the HPBC may require.

Special Conditions

- There may be possible contact with dis-satisfied clients who may be abusive and aggressive.

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.

Core Competency Framework

Competency	Level
Professional Development: Required Professional Competency standards met.	ii
Planning & Delivery of Work: Ensures appropriate resources and levels of capability are available to deliver to plan. Promote and enforce appropriate organisational rules and procedures and lead by example in managing business relationships.	iv
Analysis and use of Information: Gathers, summarises and interprets data with attention to detail. Follows guideline for identifying problems and capable of resolving day-to-day problems.	ii



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Decision Making: Thinks through the implications of decisions. Breaks down highly complex information into workable components for others. Draws together disparate information to resolve problems. Facilitates others to generate and solve problems. Empowers others to take creative decisions to meet organisational needs. Consider internal and external influences in complex decision making and problem solving. Solves problems that have significant long-term implications for the organisation.	v
Working with Others: Manages relationships with key stakeholders by utilising a high level of understanding of own and others behaviours. Develop relationships with key stakeholders. Influences key stakeholders on issues relevant to the organisation. Creates an environment which will enable delivery of shared policy outcomes.	iv
Communication: Varies language and content to ensure understanding of audience. Facilitates understanding by explanation and example. Highlights key points for summary from detailed and complex documents.	iv
Influencing and Persuading: Ensures strategies to support a diverse workforce are implemented. Recognises and anticipates the needs to senior managers and government officials. Present unpopular messages confidently. Varies styles of communication to have maximum impact on audience. Influences to maintain a balance between individual motives and directorate/departmental requirements. Integrates logic and emotion to construct and convey complex arguments in a face to face situation.	iv
Supports colleagues through periods of change by promoting goals or new initiatives, and new ways of doing things. Is responsive to constructive feedback and addresses obstacles to change.	iii
Continuous Improvement: Keep up to date with developments that affect SHG and anticipates what may affect it in the future. Creates an environment which allows people to improve the way they work. Creates an environment where employees and colleagues work to improve the way things are done.	iv
Managing Resources: Works within appropriate guidelines and capable of dealing with varied situations with limited guidance.	ii



PERSON SPECIFICATION

Criteria	Essential/ Desirable	Application Form	Selection Process
Qualifications:			
Degree in town and rural planning or related environmental subject	D	✓	
Five GCSEs Grade C or above, including English, Maths and Science	E	✓	
A current Drivers licence	E	✓	
Knowledge & Experience:			
Minimum of 5 years of practical experience in the field of natural and/or built environment or land development.	D	✓	✓
Demonstrable success in reviewing the application of policies and procedures and its potential impact.	E		✓
Understanding of, and experience with in-field of reviewing reports and supporting evidence	E		✓
Relevant experience of environmental policy issues in the wider context of contributing to private sector development and economic growth.	D		✓
Skills and Abilities:			
Good research aptitude and excellent observation skills with regards to natural and built environments	E		✓
An ability to effectively communicate with clients and stakeholders and sound verbal reasoning skills	E		✓
Proficient computer skills and use of Microsoft applications	E	✓	✓
Strong analytical capabilities and report writing skills	E		✓
Spoken and written English is essential	E	✓	✓
Other:			
Professionalism in appearance and demeanour, and willing to enhance knowledge and experience.			
Willingness to periodically complete tasks requiring flexible work hours when necessary to fit in with requirements of the Section's service provision.			
Contribute to a positive working environment ensuring commitment to equality and diversity.			
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.			
Contribute to a positive working environment ensuring commitment to equality and diversity.			



PERSON SPECIFICATION

Our Values

FAIRNESS

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

INTEGRITY

We communicate openly and we are honest, accountable and ethical.

TEAMWORK

We work together and we support each other.

Professional or Career Progression Cadre Competency Framework

Not applicable