

**Job Description**

**Job Title:** Development Plans Support Officer

**Salary Grade:** £20456 – £22,434

**SCP:** Range 22 - 25

**Job Family:** Organisational Support

**Job Profile:** OS2

**Directorate:** Commercial Development

**Job Ref No:**

**Work Environment:** Office

**Reports to:** Strategic Plans and Housing Manager

**Number of Reports:** None

**Purpose:**

To provide project support to both the Local Plan and the International Advanced Manufacturing Park, (IAMP), as part of a project team, and to manage specific pieces of project work.

**Key Responsibilities:**

The position requires the following skills.

* Excellent organisational and categorisation skills to manage the three statutory consultation exercises the projects’ statutorily require.
* Data Management – comply with regulatory and policy guidelines in collection, collating and maintaining of data.
* Duty to Co-operate – formalise and manage the duty to co-operate process, ensuring that planning policy staff record DC meetings and these are held in a central register (this is a statutory process and record keeping is essential).
* Working to tight deadlines set nationally for the projects key milestones
* Complying to regulatory and policy guidelines in collection, collating and maintaining data that has to be submitted to central government
* Data input to support the Duty to Co-operate and consultation management information for the IAMP
* Document Management. (The Local plan document has contribution from across all directorates within the Council and the role would include managing this document and formatting it to be in a position that it can be submitted to central government).
* Communication with all directorates across the council to support information gathering and achieving deadlines for information being delivered
* Managing information requested by residents, statutory consultees and stakeholders.
* Updating the Local Plan Website, which requires updating, on a regular basis as part of the DCLG progress assessment tool.
* Support planning policy officers with Greenbelt Assessment Part II and SHLA recording of data on specific sites.
* Supporting the organisation of consultation events
* Attention to detail and accuracy in the administrative management of Reports
* Responsible for updating project information and reports using SharePoint and uploading onto 4’Ps Document information site. (Training will be provided).