

**Northumberland County Council  
JOB DESCRIPTION**

<b>Post Title:</b> Planning Policy Technical Assistant		<b>Group - Service:</b> Planning & Economy - Planning Services		<b>Office Use</b>	
<b>Band:</b> 4		<b>Workplace:</b> County Hall		JE ref: 3257 HRMS ref:	
<b>Responsible to:</b> Planning Officer		<b>Date:</b> Nov 2016		<b>Manager Level</b>	
<b>Job Purpose:</b> Provide technical expertise and support to managers, principal and senior officers in the development and review of planning policies and strategies relating to the Local Development Plan and other planning and housing policies and strategies, including the provision of monitoring and information services.					
<b>Resources</b>		Staff			
		May act as mentor/supervisor for support staff.			
		Finance			
		May have responsibility for handling payments, raising orders or processing invoices in a particular area of work.			
		Physical			
		Maintenance and operation of spatial planning and housing data information systems.			
		Clients			
		Assist in the development and implementation of policies and procedures, whose application have a significant impact upon service users. Dealing with the public, external and internal stakeholders and clients and elected members to deliver the Planning and Housing Policy functions.			
<b>Duties and key result areas:</b>					
<ol style="list-style-type: none"> <li>1. Effectively deliver and deal with technical service problems and enquiries or, where appropriate, undertake remedial action that satisfies the client's needs and safeguard their interests. These undertaken in accordance with the service's established procedures and quality standards.</li> <li>2. Assist senior officers and managers to deliver specific services, by conscientiously undertaking a range of functions, relating to the provision and monitoring of spatial planning, environmental policy and housing policy information services.</li> <li>3. Actively participate in the development of policies, procedures and practices in relation to the effective delivery of the Planning and Housing Policy function and as required participate in the delivery of strategies, projects and initiatives, all to bring the Service's business plans and objectives into effect.</li> <li>4. Active involvement with and, in accordance with service standards, undertaking research, and assisting with the preparation of associated reports.</li> <li>5. Maintain and develop systems, including GIS, for the collection, collation, storage and dissemination of information. This work will include input to the preparation of the Local Development Plan, monitoring reports and other technical reports required within the Planning and Housing Policy Team.</li> <li>6. Research and respond to information requests from members of the public, external and internal stakeholders and clients and elected members in respect of Planning and Housing Policy functions as required by senior professionals and managers.</li> <li>7. Contribute to the maintenance of effective communication systems, within the service, in conjunction with Senior colleagues.</li> <li>8. Maintain appropriate work records, to the required service standards, observing data protection, privacy and confidentiality rules and procedures.</li> <li>9. Actively adopt effective and constructive relationships with colleagues and external contacts, in order to promote effective partnership arrangements, for the delivery of high quality services.</li> <li>10. Other duties appropriate to the nature, level and grade of the post.</li> </ol>					
<b>Work Arrangements</b>					
Transport requirements:		The work may involve the need to visit other area and Council offices, development sites throughout the County and occasionally further a-field.			
Working patterns:		Normal office hours with occasional evening and weekend meetings. Flexi-scheme applies			
Working conditions:		The work is office based but some exposure to working outdoors.			

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**PERSON SPECIFICATION**

<b>Post Title:</b> Planning and Housing Policy Technical Assistant (Planning and Housing)	<b>Group - Service:</b> Corporate Resources, Planning and Economy, Planning Services	<b>Ref:</b> 3257
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Qualifications and Knowledge</b>		
<p>A full technical qualification and subsequent period of practical utilisation.</p> <p>Knowledge of the main operational, procedural and practical issues relating to the provision and monitoring of spatial planning, environmental policy and housing policy information.</p> <p>Understands the diverse functions of a large complex public sector organisation.</p> <p>An active appreciation of the procedural and practical issues relating to the service and the relevant professional issues.</p> <p>An active awareness of and active interest in the current issues facing the service.</p> <p>Understands the relationship between costs, quality, customer care and performance and actively monitors progress within the Department.</p> <p>Evidence of continuous personal development and on-going personal development.</p>	<p>A relevant degree.</p>	
<b>Experience</b>		
<p>Experience in using Microsoft Office, Oracle applications, word processing, spreadsheets and database systems, particularly as they relate to the provision and monitoring of spatial planning, environmental policy and housing policy information.</p> <p>Experience in research techniques and the collection and collation of data and evidence for spatial policy and housing documents.</p> <p>Experience in preparation of monitoring reports and other technical reports associated with the Planning and Housing Policy functions.</p> <p>Experience in a planning and/or housing service.</p> <p>Experience in working collaboratively with service users.</p> <p>Experience in engaging effectively with others and building productive partnerships.</p> <p>Demonstrates an awareness and commitment to provide effective customer centred services.</p>	<p>Experience of working in a Planning and/or Housing Policy service.</p>	
<b>Skills and competencies</b>		
<p>Effective ICT skills and ability to understand and develop the use of ICT to achieve work objectives, particularly as they relate to the provision and monitoring of spatial planning, environmental and housing policy information</p> <p>Confident and competent in expressing own views and an active participant in internal and external meetings.</p> <p>Numerate and able to analyse complex business related statistics.</p> <p>Effective organisational skills with ability to work methodically and systematically.</p> <p>Adopts a collaborative approach to work.</p> <p>Dependable, reliable and good timekeeper.</p> <p>Models high standards of honesty, integrity, openness and respect for others.</p> <p>Proactive and achievement orientated.</p> <p>Works with minimum supervision.</p>		

<b>Physical, mental and emotional demands</b>		
Generally works from a seated or standing position with regular need to walk, bend or carry items but with regular need to travel to other work locations and development sites. Regular use of Display Screen Equipment. Need to maintain general awareness, with lengthy periods of enhanced concentration. Some contact with public/clients/Members on planning and /or housing policy issues.		
<b>Other</b>		
A current UK driving licence		