



FALKLAND ISLANDS GOVERNMENT – JOB DESCRIPTION

Job Title:	Planner		
Department:	Policy	Section:	Environmental Planning
Reports to:	Head of Environmental Planning		
Grade:	Falkland Islands Government Grade – D1		

Job Purpose

To support the Head of Environmental Planning in the provision of advice to the Falkland Islands Government in relation to land use planning matters and the preservation, protection and improvement of the environment. In the provision of such advice, to seek to maintain a proper balance between the sustainable economic and social development of the Islands and the preservation of the natural and historic environment.

Main Duties & Responsibilities:

Support the Head of Environmental Planning to discharge the requirements of the Planning Ordinance 1991 by performing the following tasks:

- Offer a pre-application advice service for planning proposals, interpret legislation and advise on the need for planning consent. Negotiate with applicants, and or their agents, prior to the submission of an application.
- Oversee the development management administrative functions of the department including the validation and registration of planning applications and the plotting of development sites and the updating of public registers. Ensuring that all relevant information and fees are submitted in accordance with statutory requirements and advise applicants/agents of any alterations or further information required for acceptance of complete planning applications.
- Under the guidance of the Head of Environmental Planning take responsible for processing and making recommendations on planning applications, including householder, commercial applications, advertisement consent, change of use, certificates of lawfulness, EIA applications and Listed Building applications etc and other types of application including arrangements for consultations and publicity, discussions with applicants, statutory and non-statutory consultees and other interested parties, site inspections and ensuring that personal performance assists in securing all departmental performance indicator targets.
- Under the direction of the Head of Environmental Planning lead on negotiations on design and other improvements to development proposals to secure a high standard of design and development for the Falkland Islands.



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Main Duties & Responsibilities: *(continued)*

- Prepare reports and make recommendations on planning applications for consideration by the Head of Environmental Planning and the Planning and Buildings Committee as per the scheme of delegation.
- Attend and facilitate the Historic Buildings Committee, including presenting listed building applications, processing historic buildings grants and keeping up to date budgets.
- Attend and present at MLA meetings and Planning and Buildings Committee as required.
- In consultation with the Head of Environmental Planning deal with post-decision matters such as discharge of conditions, advise on re-submissions, minor amendments, and prepare appeal statements.
- Contribute to the monitoring of developments and the enforcement of planning control, liaising where necessary with Legal Services in the exercise of the Governments enforcement powers.
- Contribute to the preparation of master plans and design guidance for key sites and special topics.
- Remain up to date with and knowledgeable of relevant legislation and case law, using that knowledge in dealing with planning work and in assisting with enforcement where necessary.
- Assist in the review and development of planning policies, including the Local Development Plan, research evidence, produce and consult on planning guidance notes and monitoring of new development.
- Project manage own workload, taking into account performance targets to ensure the continued delivery of an effective and efficient Planning Service.
- Maintain accurate and reliable records in relation to casework and planning advice enquires.
- Contribute to the delivery of the Business and Service Improvement Plans and any other departmental performance frameworks as required.
- Handling payments, raising orders or processing invoices in a particular area as required.
- Support a customer focused culture in service delivery and improvement to enhance the performance of the planning department.
- Adopting a customer focused approach to clients by providing a prompt, helpful and courteous response to calls on the service by members of the public, Government members, and internal colleagues.

The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.



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Complexity & Creativity:

The post holder will be responsible for advising on a range of planning applications that may often be controversial. Planning applications often demand the ability to balance a number of complex views/policies and guidelines. Negotiated amendments require creative alternatives to be developed. During the processing of planning applications there will be many problems – solving opportunities and good negotiation skills will need to be employed. The post holder will need to demonstrate an aptitude in these areas.

They will play an important role in supporting the Head of Environmental Planning in the overall management of the team and may on occasions be required to deputise for them in their absence. This will require an overall understanding of the role of the department in delivering high quality customer focused outcomes.

Judgement and Decisions:

The post holder will frequently act on his/her own initiative. They will be responsible for drafting reports to the Head of Environmental Planning and to Planning and Buildings Committee with recommendations requiring balanced judgments. They will require the confidence to represent the interests of the Environmental Planning department outside the unit and to give sound advice on the planning aspects of enforcement.

The post holder will be expected to make a positive contribution to the continuous improvement of the planning service. They will also play an important role in supporting and developing more junior members of the department.

Physical, Mental & Emotional Demands:

Normally works from a seated position when in the office, but with regular need to travel to other work locations and development sites.
Need to maintain general awareness with lengthy periods of enhanced concentration.

General Accountabilities:

To ensure that all information received and disseminated, whether verbal, written or electronic concerning all employees, prospective employees or service users is treated in the strictest confidence and that all such information held is regulated and controlled in a similar manner in compliance with Falkland Island legislation.

To uphold and positively promote the Falkland Islands Equal Opportunities Policy in service delivery and employment practices.

To ensure that all duties and responsibilities are performed in a safe manner so that no risk to health and safety arises to yourself, any other employee or member of the public.



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Person Specification:	Planner		
Criteria	Essential	Desirable	Assessment Method
Knowledge & Qualifications:			
RTPI accredited degree (or equivalent) in Town & Country Planning (or other relevant subject such as geography, construction, architecture or design)	✓		A
Evidence of working towards Royal Town Planning Institute membership, either licentiate or associate membership	✓		A/I
Knowledge of the main operational, procedural and practical issues relating to a Planning role and function	✓		A/I/P/O
Knowledge of current inter/national laws, regulations, policies, procedures developments and principles and practices of planning	✓		A/I/P/O
Evidence of CPD and ongoing personal development	✓		A/I/P/O
Valid Driving Licence	✓		A
Experience:			
At least 2 years post qualification work experience in Development Management and the processing and assessment of a range of planning applications	✓		A/I/P/O
At least 2 years work experience in a local authority or government development management environment			A/I
Experience in working collaboratively with service users	✓		A/I/P/O
Experience in dealing with members of the public	✓		A/I/P/O
Experience in engaging effectively with others and building productive partnerships	✓		I/O
Produced written reports with sound reasons	✓		I/O
Skills & Competencies:			
Effective ICT skills and able to use ICT to achieve work objectives. Knowledge of computer hardware and software programs, which may include Microsoft Office, Internet applications, and GIS	✓		A/I/P/O
Able to apply own initiative to overcome day-to-day operational problems	✓		A/I/P/O



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Person Specification:	Planner		
Criteria	Essential	Desirable	Assessment Method
Skills & Competencies: (Continued)			
Prepare written material – reports, letters, site notes etc. that are accurate, rational, convincing and coherent	✓		A/I/P/O
Can communicate effectively with professionals, Members and applicants	✓		A/I/P/O
Applies a methodical and analytical approach to problem solving	✓		A/I/P/O
Creative thinking, problem-solving and analytical skills to come up with imaginative solutions to planning problems	✓		A/I/P/O
Negotiation skills and able to persuade others to an alternative point of view with an aptitude for listening to, and negotiating with, a diverse range of people	✓		A/I/P/O
Understands the diverse functions of a public sector organisation and the relevant professional issues		✓	A/I/P/O
Graphical or drawing skills with an ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions		✓	A/I/P/O
Use of case management and document management systems		✓	A/I/P/O
Ability to create graphic designs, development strategies, and render site plans via sketches and/or computer graphics highly desirable		✓	A/I/P/O
Demonstrable ability to learn quickly, under pressure		✓	A/I/P/O
Demonstrable commitment and have an understanding of the process of Presenting to committee, preparing appeal statements		✓	A/I/P/O
Personal Attributes:			
Ability to attend to details while keeping big-picture goals in mind	✓		A/I/P/O
Demonstrates an awareness and commitment to proactive customer care and services.	✓		I/P/O
Ability to work on several projects or issues simultaneously	✓		A/I/O

Method of assessment:

A - Application Form

I - Selection Interview

P - Presentation

O - Others (e.g. case studies/visits)