

## **HARBOROUGH DISTRICT COUNCIL - JOB DESCRIPTION**

**POST TITLE:** Local Plan Project Officer

**GRADE:** 7

**TEAM:** Strategic & Local Planning

**SERVICE AREA:** Planning & Regeneration

**RESPONSIBLE TO:** Strategic & Local Planning Manager

### **VARIATIONS TO STANDARD CONDITIONS OF SERVICE:**

1. This is a description of the job as it is constituted at the date shown below. It is the practice of this Authority to periodically examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to them. You will therefore be expected to participate fully in such discussions. It is the Authority's aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.

**DATE REVISED:** July 2022

### **JOB PURPOSE:**

1. To be a member of a team of officers carrying out the Planning Policy function; in particular the creation and maintenance of strategic and local planning policy for Harborough District, with key responsibility for providing project management support and advice to the Strategic and Local Planning Manager as Project Manager in the preparation of the Harborough Local Plan.

### **JOB ACCOUNTABILITIES:**

1. Participating in the preparation and implementation of the Harborough Local Plan and other policy guidance in accordance with statutory regulations and regional and national policy and to contribute to the provision of planning policy for development within the District.
2. Providing project management support to the Local Plan Project Manager.

3. Ensuring project management principles are applied consistently and project management advice and guidance provided within the context of the preparation of the Harborough Local Plan.
4. Procuring and managing consultants undertaking evidence gathering projects and providing specialist input and advice and to inform the Harborough Local Plan to ensure high quality deliverables which meet the Project Brief and which are delivered in accordance with the Project Plan.
5. Supporting the Project Manager in the production and maintenance of the Local Plan project plan.
6. Applying the key principles of project management to the relevant stage of the project life cycle.
7. Supporting the Project Manager in the production of appropriate reports, including highlight, exception, risk & issue logs, change control records, project closure, project review and any other key documents as required
8. Managing and facilitating the flow of essential information within the project and to the Project Board and Programme Board by ensuring the relevant updates and requests for information are provided in a timely manner.
9. Creating and maintaining project filing, recording and reporting systems, including logs to record actions to demonstrate compliance with Local Plan legal requirements.
10. Creating and maintaining systems for recording, monitoring and reporting project costs where required
11. Providing administrative support and planning advice to the Local Plan Member Advisory Panel to ensure effective corporate procedures are in place, maintained and adhered to
12. Organising, preparing and where appropriate facilitating key meetings including Project Boards, Project Team meetings and workshops, ensuring decisions and actions are captured and followed up where required
13. Reviewing processes and procedures used regarding Local Plan project management tools and templates. Make recommendations for further developments to improve the efficiency, effectiveness and quality of the service.
14. Supporting the Project Manager to develop and implement effective communication plans

15. Supporting effective Project evaluation by ensuring Lessons Learned are identified, captured and analysed and key improvement actions applied at a project level or escalated to Project Manager.
16. Getting involved in key projects within the Planning Policy team to support the preparation of the Local Plan as required. This may involve supporting the delivery of projects associated with the digitisation of the planning service.
17. Taking ownership of own Continuous Professional Development and actively seek opportunities to build Planning and Project Management skills, knowledge and experience
18. Creating / maintaining close working links with key external partners, including Leicestershire County Council (education, highways, libraries, waste), Leicestershire Constabulary, NHS, Clinical Commissioning Group, and neighbouring Councils.
19. Working in partnership with colleagues, to the values and principles of HDC and in accordance with the Council's strategies, policies and procedures.
20. Offering advice on Local Plan matters to developers and the general public as appropriate.

### Other

As a term of employment the post holder may be required to undertake other such duties as may reasonably be required of you in the post and department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments at any of the Authority's establishments.

### Health and Safety

To be familiar with and at all times comply with

- the Council's general health and safety policy,
- the Council's specific health & safety policies and procedures as detailed in the Council health and safety policy documents, and
- local department specific health and safety procedures as amended or added to from time to time.

To report any unsafe practice, accident, incident, dangerous occurrence or hazard found during the course of your work to your line manager for action.

To take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work. To maintain Personal Protective Equipment and to report any PPE that is defective.

To co-operate with all staff and members of the authority so far as is necessary to enable all health and safety requirements to be performed or complied with.

To ensure anything provided in the interests of health, safety or welfare is not intentionally or recklessly interfered with or misused.

### Safeguarding

To carry out our legal and moral responsibility to report any safeguarding concerns involving adults and children, ensuring the recording of relevant information and passing it on to a Designated Safeguarding Officer's, (DSO) or in the absence of a DSO personally making the referral in line with the Councils Adult and Children's Safeguarding Policy.

### Equalities

To ensure compliance with all Council policies and statutory requirements and guidance in relation to Equality and Diversity, Equal Opportunities, Health and Safety, Safeguarding and Communication and involvement policies.

## HARBOROUGH DISTRICT COUNCIL – PERSON SPECIFICATION

<b>JOB TITLE :</b> Local Plan Project Officer				
<b>TEAM:</b> Strategic and Local Planning	<b>GRADE:</b> 7	<b>ALLOWANCE:</b> Casual Car User	<b>PERMANENT/JOB SHARE</b> <b>FIXED TERM (3 years)</b>	<b>WEEKLY HOURS:</b> 37
<b>CRITERIA</b>	<b>ESSENTIAL REQUIREMENTS:</b>	Assess ment A/I/T/E	<b>ADDITIONAL / USEFUL REQUIREMENTS:</b>	Assess ment A/I/T/E
Qualifications	Degree/Diploma in town planning (or a related degree) permitting entry into an accredited post graduate planning course	A & E	RTPI Corporate Member or eligible for membership  Educated to NVQ4 level in Project Management/Business Admin or equivalent, or appropriate experience to this level.  Project management qualification or appropriate experience to this level (Prince 2 or equivalent).	A & E
Knowledge and Experience	Experience of working on projects in a supportive, enabling role	A, I & T	Experience and understanding of planning policy work	A & I
	Experience of using SmartSheet or similar Project Planning tool	A, I & T	Experience of Local Plan preparation	A & I
	Experience of working in a Local	A & I		A & I

	<p>Authority Planning Department or related area.</p> <p>Experience of presenting information in a variety of formats relevant to audience needs.</p> <p>Understanding of local government</p>	<p>A &amp; I</p> <p>A &amp; I</p>		
Skills	<p>Excellent interpersonal, written and verbal communication skills including the ability to transfer relevant and proportionate information to members of the project team and to the Project Manager and engage effectively with key stakeholders</p> <p>Ability to organise own workload to meet deadlines</p> <p>Good team player</p> <p>Ability to control and update relevant spreadsheets, plans and master documents.</p> <p>Excellent organisational skills</p>	<p>A, I &amp; T</p> <p>A &amp; I</p> <p>A &amp; I</p> <p>A &amp; I</p> <p>A &amp; T</p> <p>A &amp; I</p>	<p>Be capable of working with minimum supervision A full, valid driving licence and access to a suitable motor vehicle (reasonable adjustments will be considered)</p>	A & E
Other	<p>Able to occasionally attend out of hours meetings etc with notice</p>	<p>A &amp; I</p>		

<b>Assessment Legend:</b>				
A = Application I = Interview T = Test or Assessment E = Evidence (e.g. certificate)				
N.B. Where more than one assessment stage is indicated against a criteria that criteria must be demonstrated at both stages				