
Recruitment information

Job description and person specification

Your title	Planning Policy & Monitoring Officer
DBS check	N/A
Post number	TBC
Your team	Planning Policy & Strategy
You would be based	Civic Centre, Esher
Your line manager	Local Plan Manager



Elmbridge
Borough Council

About the role

You will be working within the Planning Policy & Strategy Team, tasked with playing a key role in monitoring and research of specific areas within planning policy. You will work directly under the Local Plan Manager.

The main purpose of the role:

To assist the team managers in ensuring effective data collection in planning application monitoring systems to support statistical returns (to government and Surrey County Council) and wider Local Plan policy monitoring.

To support the strategic planning of the borough by: assisting with the formulation, monitoring and review of the Council's planning policies and associated research.

Specific duties and responsibilities

1. Ensure effective data collection in Council planning application systems. Undertake site visits to gather evidence on the use of land and property to support the brownfield land register, housing land supply trajectory, town centre vacancy reporting, Self-Build and Custom build register, monitoring and statistical returns to government.
2. Collect data and draft sections of the annual Authority Monitoring Report (AMR).
3. Contribute towards the improvement of processes and procedures to ensure effective data collection and outputs in order to continually deliver high quality, customer focused planning services to managers and our full range of customers including developments in information technology systems, customer service and other processes and procedures.
4. Undertake site visits in relation to housing starts and completions.
5. To contribute to all policy review work, including the development and review of statutory planning policy, with a particular focus on reviewing policy, policy monitoring and collating and assessing planning information and data.
6. To use a wide range of digital and/ or specialist software to collate, query, analyse, interpret and present development monitoring, demographic and socio-economic data to facilitate the development of clear and robust policy formulation and research reports.

7. Support the planning policy and strategy team with policy research and evidence gathering.
8. To contribute to the co-ordination and organisation of effective community engagement in respect of the development and review of the Council's planning policies.
9. Work collaboratively with colleagues from the wider planning service, and other council services on housing and planning policy data and CIL/ S106 records.
10. To assist in providing advice and data to Development Management on policy and implementation issues related to the determination of planning applications and appeals.
11. To maintain a current knowledge of relevant Government planning legislation, policy and guidance as well as good working practices and procedures, and take a proactive approach to relevant changes in legislation and their impact on data requirements.
12. To plan, programme and prioritise own work in order to meet deadlines, targets and timetables.
13. To make the most effective use of new and digital technology when carrying out duties associated with the post.
14. To carry out any other similar or related duties that may be required from time to time.
15. To attend meetings outside of normal office hours when required, as identified by the Planning Policy & Strategy Manager.

What's missing?

Our job descriptions cover as much of the role as we can possibly get down in writing, but issues will arise, and we hope and expect that you will understand that and take on-board other tasks from time-to-time, in keeping with your role of course.

Your conduct

We expect the highest standards of conduct from our employees and at all times you must carry out your duties with integrity and in accordance with the Code of Conduct for employees.

Equal opportunities

We have a strong commitment to achieving equality of opportunity and expect all employees to implement and promote our policy in their own work.

Health and safety

We are committed to a healthy and safe working environment and expect all employees to implement and promote its policy in all aspects of their work.

Personal and sensitive data

You will have regard for the duty of care owed to personal data and sensitive personal data and any other confidential or sensitive information which you access in the course of your employment ensuring adherence to the Data Protection Act and the Council's Information Security Policy and related guidance.

Talent development

We have a talent development programme that includes regular one-to-ones, mid-year reviews, end of year performance reviews and a strong and varied learning and development programme.

You will be expected to get involved in this talent programme to ensure you are performing at the highest level.

Confidentiality

We are committed to maintaining the privacy of all staff and customers. We expect all staff to handle all individuals' personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

Person specification

Please read the details on this form carefully before you complete your Application Form. This form lists the essential requirements needed in order to do the job.

Your written application will be considered in relation to the essential knowledge, skills, abilities, education and experience required for the job and candidates will therefore be selected for interview on this basis.

Elmbridge Borough Council is committed to providing the best possible services and ensuring they are accessible to all who need them irrespective of race, colour, ethnic or national origin, religious or political belief, Trade Union activity, age, disability, being male or female, married or unmarried, sexuality.

What you need to tell us on your application form:

- You will need to tell us throughout your application form and at interview how you can contribute to providing good quality services for all.
- For each of the requirements listed overleaf, you will need to explain how your skills, abilities, knowledge, education and experience make you suitable for this post.
- These may have been gained through previous employment, voluntary/community work, spare time activities, home responsibilities, training or languages spoken.
- You should also include anything else relevant to the job which you think we should know about.

We regret that we can only consider applicants who are already eligible to work in the United Kingdom.

Planning Policy & Monitoring Officer
Team: Planning Policy & Strategy
Salary: £39,035 - £41,112

Post no: TBC
Hours: 36 per week (including out of normal office hours)
Car allowance: C3

Qualifications and education

No.	Key requirements	Desirable/essential	To be tested by: Application1 (A) Interview (I)
1.	'A-Levels or equivalent qualification in town planning, data analysis or a related subject'.	E	A
2.	Eligible for Membership of the Royal Town Planning Institute.	D	A

Experience

No.	Key requirements	Desirable/essential	To be tested by: Application1 (A) Interview (I)
3.	Previous use and experience of computerised systems.	E	A, I
4.	Experience of collating and analysing planning related information.	D	A, I
5.	Experience of policy work including the preparation of supporting information and provision of a robust and comprehensive evidence base.	D	A, I
6.	Experience in GIS.	D	A, I

Knowledge, skills and abilities

No.	Key requirements	Desirable/essential	To be tested by: Application1 (A) Interview (I)
7.	Ability to work under pressure and contribute to team effectiveness	E	A, I
8.	Ability to prioritise and programme workload to meet deadlines.	E	A, I
9.	Clear understanding of IT systems, and ability to familiarise themselves quickly with new and emerging innovative and	E	A, I

	specialist software for monitoring and data provision.		
10.	Good information management and numeracy skills and ability to produce and collate accurate information and data reports.	E	A, I
11.	Articulate in written and oral communication skills with particular reference to report writing, presentation skills and communicating with the public, staff and other professionals.	E	A, I
12.	Knowledge of available planning information and its application to plan making.	D	A, I

Special requirements

No.	Key requirements	Desirable/ essential	To be tested by: Application ¹ (A) Interview (I)
13.	A commitment to provide a high quality service to customers.	E	A, I
14.	A flexible and innovative approach to work.	E	A, I
15.	Full driving licence.	E	A
16.	Attendance at formal evening meetings of the Borough Council and consultation / community events as required.	E	A