

Job Profile

Job Title	Planning Officer (2 year contract)
Department	Chief Executive
Grade and salary	EGIII/IV/V
Job reference:	SOA/2022/03

Job description

The post holder will deal with a wide range of development control work including major development proposals, validation of planning applications, to undertake research and policy production and assist in the provision of an efficient and effective development management planning service.

The post holder is responsible to the Head of Government Support and will work closely with the States Committees and have direct responsibility for areas of the department's workload.

Detailed responsibilities

Planning Officer

To professionally validate all Planning applications including checking submissions against relevant guidance (e.g. current Land Use Plan and Building Regulations) and checking the accuracy of the drawings.

To process a wide range of planning applications, including but not limited to applications for residential extensions and conversions, residential developments, changes of use, applications for listed building consent, conservation area consent, and lawful development certificates pursuant to planning conditions and to carry out site visits for monitoring works progress/compliance or enforcement matters.

To carry an appeal caseload and prepare statements setting out the Building and Development Control Committee case, on behalf of the States of Alderney, on appeal. Subject to experience, to appear as the States expert witness at Informal Hearings and Public Inquiries.

To provide information, guidance and advice as required to States Members, applicants, developers and their agents, members of the public, local organisations, other States departments and others on planning matters such as the Land Use Plan, Building and Development Control (Alderney) Law, 2002 compliance, scoping of planning applications, EIA studies, and planning conditions, etc.

To investigate and provide advice on pre-application proposals.
To provide an efficient and effective service to the public.

Provide responses to the correspondence and telephone queries including pre-application queries, member's enquiries, complaints and telephone/E-mails within the States of Alderney timescales in an effective manner.

Liaison with States of Guernsey officers in planning policy, development management, highways, urban design, transport etc.

Carry out other duties as required from time to time.

Values

Act as a role model for the States values in accordance with our values statement

- ▶ **Integrity** – in everything we do
- ▶ **Openness** – in our dealings with the public and colleagues
- ▶ **Customer focus** – by listening, explaining and responding to needs
- ▶ **Dignity and respect** – in how we treat everyone who comes into contact with us
- ▶ **Effectiveness** – in how we use our resources
- ▶ **Accountability** – for what we do

Management competencies

Managing others

- Experience of supervising staff and/or managing a small team.
- Ensures that others maximise potential to deliver the best possible service.
- Manages performance of others through giving feedback on objectives.
- Gains respect from colleagues and management.

Planning and project management

- Experience of project planning and estimating.
- Prioritises and manages activities of others so that work is delivered on time and to a high standard.
- Delivers results.

Managing change

- Effectively manages the implementation of changes to working practices, taking the workforce with you and encouraging innovation.

Managing Finances

- Demonstrates an awareness of public expenditure and seeks opportunities to make savings.
- Manages budgets effectively.
- Provides meaningful management information when required.

Core competencies and qualifications

Customer focus

- Treats all members of the public and colleagues in accordance with States values.

Communication

- Ability to give and take instructions and communicate clearly with colleagues.
- Written communication skills at a level to enable management reports to be prepared and discussed with management and colleagues.

Problem solving

- Ability to identify when a problem needs addressing, think clearly and use initiative to help identify clear, workable and creative solutions.

Team working

- Able to interact and work effectively as part of a small team.

Personal effectiveness

- Ability to work to deadlines whilst achieving quality results.
- Can cope with a diverse workload and be flexible when required.
- Work in a safe and responsible manner.

Personal experience and development

- Possesses a relevant technical/professional qualification and experience to do the job. Ideally a Planning degree or an equivalent level of qualification or appropriate experience. Membership of the Royal Town Planning Institute or eligibility for such Membership.
- Excellent IT skills with knowledge of word and excel. Experience in use of GIS/CAD
- Ability to undertake training and learn from the experience, including health and safety issues.
- Possesses a full driving licence.
- Contributes to own development and continuous improvement.

EMPLOYMENT DETAILS

The post is 36 hours per week basic extended over Monday to Friday each week to suit the requirements of the Department.

The post is graded at Civil Service grade EGIII (£42,206/£43,561/£44,969) – EGIV (£46,350/£47,635/£48,965)- EGV (£50,325/£51,720/£53,166) dependent on experience.

Pension Scheme – Not applicable for this position.

Leave entitlement – 23 days or 25 days per annum dependent on appointed grade.

The post will be subject to a six month probationary period, reviewed at the three month stage and a basic police disclosure.

Should the successful applicant not meet the requirements sufficiently he/she may be appointed at a lower grade than stated. The successful applicant would then have the opportunity to progress to the grade advertised once the necessary skills and knowledge have been developed and the postholder has demonstrated the ability to undertake the duties at the higher level.