



<b>Service:</b>	<b>Planning Services</b>
<b>Job title:</b>	<b>Planning Policy Technician</b>
<b>Grade:</b>	<b>3</b>
<b>Responsible to:</b>	<b>Senior Planning Policy Officer</b>
<b>Responsible for:</b>	<b>Providing essential technical support to the planning policy team.</b>

### **Job purpose**

To provide essential technical and GIS support to the planning policy team, to monitor performance against key planning policy indicators and help prepare the Local Plan and other planning policy work areas and related matters. To work to relevant timetables and contribute to the delivery of a high quality planning policy service.

### **Main duties**

1. To provide technical support to the ongoing monitoring, review and implementation of the Guildford Local Plan, including undertaking data collection/surveys/site visits and inputting into and managing the monitoring database.
2. To provide GIS technical support and prepare maps/diagrams to support the Local Plan and planning policy work.
3. To provide administrative, technical and research support (as appropriate) to assist in the preparation of the Authority's Monitoring Report, local plan documents, evidence base studies, supplementary planning documents and other planning policy work areas, as necessary.
4. To provide all necessary administrative support to the planning policy team on preparation of the Guildford Local Plan and associated documents and related matters, working to relevant timetables and within the context of the legislative framework, service plan objectives and Council policy.
5. To provide general day to day support and cover for planning policy enquiries by telephone, email and in person. To monitor and allocate enquiries received to the planning policy email inbox.
6. To support planning policy consultations, including the inputting of responses, setting up and maintaining all consultation databases and making contributions (as appropriate) to the analysis and reporting of information. To help train and supervise temporary staff assisting with the consultation responses as appropriate.
7. To take accurate notes during meetings, examinations, consultation and other events and to review, report, update and maintain well organised electronic records supporting the Local Plan and other planning policy work.
8. To provide administrative support to assist the preparation and presentation of professional and procedural planning policy advice, information reports, presentations

and training material and recommendations to the Council, relevant committees and working groups, elected Councillors, consultants, staff and the public at meetings and events. This will include providing technical and administrative support for the preparation and presentation of planning policy advice, responses and evidence to and on behalf of the Council for planning appeal inquiries, examinations in public and equivalent forums.

9. To effectively communicate, explain, engage and coordinate relevant administrative and technical work areas within the Planning Policy Service to other Council services, key external stakeholders and communities including attending meetings, assisting in consultations and associated events, processing and analysing responses, allocating development management consultations and ensuring up to date planning policy information is on the Council's website.
10. To assist with work across the Council on corporate initiatives as appropriate, including corporate monitoring and involvement in service and inter-service working groups.
11. To engage with, and represent the Council in, relevant internal and external networks and working groups. To attend appropriate meetings when required.
12. To undertake any other duties as may be reasonably requested by Management commensurate with the grade.

This job description reflects the core activities of the post. As the service and the post-holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. We expect that the post-holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.

The line manager will consult the post-holder if significant changes to the job description become necessary. Any changes will be reflected in a revised job description.

## Person specification

This section describes the knowledge, experience and competence required by the post-holder that is necessary for an acceptable standard of performance in carrying out this role.		
	Assessment method (A, I)*	Essential/ desirable
<b>Qualifications</b>		
GCSE or equivalent in English and Maths grade A-C	A	E
Further or higher education qualification in a related field (e.g. Planning, Geography or GIS)	A	D
<b>Knowledge and experience</b>		
Knowledge and experience of administrative work in an office environment	A I	D
Knowledge and experience of working with a GIS system and producing maps	A I	D
Experience of working within a local authority	A I	D
Some appreciation of development and plan-making processes	A I	D
Knowledge of environmental, planning or built environment issues	A I	D
Knowledge of the local area	A I	D
<b>Skills</b>		
Excellent communication skills, both written and verbal, with the ability to use these to develop effective working relationships with internal and external customers	A I	E
Competency in using IT systems including Word, databases and spreadsheets	A I	E
Research, data collection, statistical analysis, and literacy and numeracy skills	A I	E
Able to work well under pressure	A I	E
Ability to maintain accurate and efficient electronic records for own and shared project areas	A I	E
Good administrative and organisational skills with ability to manage workload and time effectively and prioritise a number of ongoing projects to meet challenging deadlines	A I	E
Able to work effectively as a team member	A I	E

Ability to work independently, proactively, efficiently and effectively, and on own initiative with minimum supervision	A I	E
Excellent presentation skills and ability to produce high quality reports and documents with good attention to detail	A I	E
Driving licence valid to drive in the UK	A	E
Please note that the criteria specified on this form will be used as guidance when short-listing all applications and again at interview. Please ensure you provide evidence within your application giving examples, where appropriate, as to how you meet the specified requirement for the job.		
*Assessment criteria A = Application form; I = Interview		

Mission						
Cluster						
Values						
Behavioural competencies						

