



## FALKLAND ISLANDS GOVERNMENT – JOB DESCRIPTION

|                    |                                        |                 |                              |
|--------------------|----------------------------------------|-----------------|------------------------------|
| <b>Job Title:</b>  | Planning Officer                       |                 |                              |
| <b>Department:</b> | Development commercial Services        | <b>Section:</b> | Planning & Building Services |
| <b>Reports to:</b> | Head of Planning and Building Services |                 |                              |
| <b>Grade:</b>      | Grade – D1                             |                 |                              |

### Job Purpose

Under the direction of the Head of Planning & Building Services, process a wide range of applications, including the preparation of reports with sound recommendations, together with all other associated development management work including the monitoring of planning policies and planning permissions.

Contribute to the Planning and Building Service objectives, ensuring the provision of an effective, consistent and high-quality planning development management service, that is responsive to customer demands.

### Main Duties & Responsibilities:

The postholder will be expected to complete his/her responsibilities and accountabilities effectively. Under the overall direction of the Head of Service to discharge the requirements of the Planning Ordinance 1991 by performing the following tasks:

- Oversee the day to day administrative functions of the service including the validation and registration of all applications, the plotting of development sites, and 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 applications.
- Under the direction of the Head of Service, facilitate and carry out all administrative functions associated with the effective running of the Planning Committees, including the Historic Buildings Committee, and the processing of the historic building grants.
- 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.
- Under the direction of the Head of Service, be responsible for the:
  - Processing and making of sound recommendations on planning applications, including, but not limited to: householder, housing developments, commercial applications, advertisement consent, change of use, certificates of lawfulness, EIA applications and Listed Building applications etc. and those that sit within the Conservation Area, and all other types of application as required by the Head of Service. Using professional experience in an efficient manner in line with statutory timescales.
  - 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.
  - Producing well written reports with sound recommendations on a wide range of planning and other applications, for consideration by the Head of Planning & Buildings and the Planning Committee as per the scheme of delegation.



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| <b>Job Title:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Planning Officer |
| <b>Main Job Activities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                  |
| <ul style="list-style-type: none"><li>• Provide informal planning advice and guidance to developers, agents and members of the public in line with the Governments standards and agreed timelines. Process enquiries and applications swiftly and in a spirit of co-operation, achieving the best positive result possible in the circumstances</li><li>• To carry out negotiations and consultations with developers, applicants and agents to support the efficient processing of planning matters in a spirit of co-operation, to achieve the best positive outcomes.</li><li>• Process planning and related applications, including visiting the site, liaising with consultees, negotiating with developers and agents, writing reports and making recommendations on proposals.</li><li>• Research the background to applications including site investigations and examination of site histories.</li><li>• Attend and present sound recommendations at meetings of the Planning Committee as necessary and provide professional advice for consideration by Members of the Committee.</li><li>• Attend and facilitate the Historic Buildings Committee, including presenting listed building applications, processing historic buildings grants and keeping up to date budgets</li><li>• Prepare and assist with appeal statements and represent the Government at public meetings, as required.</li><li>• 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.</li><li>• In consultation with the Head of Service deal with post-decision matters such as discharge of conditions, advise on re-submissions, minor amendments, and prepare appeal statements.</li><li>• Contribute to the monitoring of developments and enforcement work, including advising on the planning merits of a case, liaising where necessary with Legal Services in the exercise of the Governments enforcement powers.</li><li>• Provide advice to other departments in the Government and external agencies on planning matters.</li><li>• To liaise with officers of other service sections (including, but not limited to, Public works, Emergency Services and Legal Services) within the Government (on planning matters including Highway, emergency services, environmental matters, and legal matters) in respect of Government policy implications arising out of applications and respect of consultations and requirements.</li><li>• To arrange and attend, as necessary, site inspections and meetings in connection with planning and other applications, agreements, enforcement matters, related appeals and consultations.</li><li>• Generally, provide support for the Head of Planning &amp; Buildings Services to enable them to concentrate on complex and contentious applications and delivery of the wider service provisions.</li><li>• Respond to telephone calls, emails and letters in accordance with the Governments standards.</li></ul> |                  |



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- Contribute to the delivery of the Business and Service Improvement Plans and any other departmental performance frameworks as required.
- Project manage own workload, considering performance targets to ensure the continued delivery of an effective and efficient Planning Service.
- Adopt 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.
- Maintain personal and professional development to meet the changing demands of the job.

***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.***

### **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 problem– 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 Planning and Building Services 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 Planning and Building Services and to Planning and Buildings Committee with recommendations requiring balanced judgments. They will require the confidence to represent the interests of the Planning and Building Service in Planning Committees and outside the department to give sound advice on all matters of planning, including enforcement and EIAs.

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 Service.

This role has no delegated authority to issue decisions, notices, etc. but is required to assess matters and write reports that inform such decisions. The role is accountable inasmuch as it should be demonstrated that due process has been followed and that you have acted professionally when reaching your recommendations. The decisions made / actions taken and any possible consequences rely on your professional judgement.

### **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.



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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.

### Person Specification:

Planning Officer

| Criteria                                                                                                                                                                      | Essential | Desirable | Assessment Method |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|-------------------|
| <b>Knowledge &amp; Qualifications:</b>                                                                                                                                        |           |           |                   |
| Degree in Town & Country Planning that is recognised by the Royal Town Planning Institute (RTPI).                                                                             | ✓         |           | A/O               |
| Chartered Membership of the RTPI                                                                                                                                              | ✓         |           | A/O               |
| Knowledge of the main operational, procedural and practical issues relating to a Planning role and functions of a development management service.                             | ✓         |           | 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                 |
| <b>Experience:</b>                                                                                                                                                            | Essential | Desirable | Assessment Method |
| At least 2 years post qualification experience in a Planning Authority Development Management Service, and the processing and assessment of a range of planning applications. | ✓         |           | A/I/P/O           |
| Experience of presenting reports to committee.                                                                                                                                | ✓         |           | A/I               |
| Experience in working collaboratively with service users.                                                                                                                     | ✓         |           | A/I/P/O           |



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| Experience in dealing with members of the public.                                                                                                                                             | ✓                |                  | A/I/P/O                  |
| Experience of developing good working relationships with a range of internal bodies, external customers and other stakeholders as part of developing effective service delivery.              | ✓                |                  | I/O                      |
| Experience of producing well written reports with sound reasons and recommendations.                                                                                                          | ✓                |                  | I/O                      |
|                                                                                                                                                                                               | <b>Essential</b> | <b>Desirable</b> | <b>Assessment Method</b> |
| <b>Skills &amp; Competencies:</b>                                                                                                                                                             |                  |                  |                          |
| 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                  |
| Excellent verbal and written communication skills in order to communicate effectively, both within the organisation and externally with customers, communities and partners                   | ✓                |                  | A/I/P/O                  |
| Prepare written material – reports, letters, site notes etc. that are accurate, rational, convincing and coherent                                                                             | ✓                |                  | A/I/P/O                  |
| Excellent time management skills and ability to manage own time and work load effectively, and meet multiple deadlines                                                                        | ✓                |                  | A/I/P/O                  |
| Apply a methodical and analytical approach to problem solving and the ability to work on complex issues through to a satisfactory conclusion.                                                 | ✓                |                  | 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                  |
| Ability to review application submissions and apply provisions of the Planning Ordinances, and Orders, to determine compliance with such regulations on a case by case basis.                 | ✓                |                  | A/I/P/O                  |
| Use of case management and document management systems.                                                                                                                                       |                  | ✓                | A/I/P/O                  |
| Ability to use GIS software and to develop shapefiles and maps.                                                                                                                               |                  | ✓                | A/I/P/O                  |
| Demonstrable ability to learn quickly, under pressure.                                                                                                                                        | ✓                |                  | A/I/P/O                  |
| Excellent presentation skills presenting to planning committees, members of the public.                                                                                                       | ✓                |                  | A/I/P/O                  |
| <b>Personal Attributes:</b>                                                                                                                                                                   |                  |                  |                          |



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| 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   |
| Commitment to the principles of community involvement in the planning process showing ability to listen and respond sensitively to the needs of the community | ✓ |  | A/I/O   |
| Able to manage own workload, responding flexibly to changes in workflow                                                                                       | ✓ |  | A/I/O   |

### Method of assessment:

A - Application Form

I - Selection Interview

P - Presentation

O - Other (e.g. case studies/visits/written assessment/test)