

Job Profile comprising Job Description and Person Specification

Job Description

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| Job Title: Information and Monitoring Officer | Grade: Scale 6–PO1 |
| Section: Spatial and Transport Planning | Directorate: Environment and Community Services |
| Responsible to following manager: Principal Information and Monitoring Officer | Responsible for following staff: N/A |
| Post Number/s: | Last review date: April 2016 |

Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

To deliver high quality, robust and transparent planning information within tight time frames on planning policy matters to ensure that the Planning and Transport Strategy Division is recognised as delivering an excellent planning service for all of our customers. To assist in the provision of comprehensive and detailed data and statistical support for the production of planning policies and the provision of monitoring information for the planning service. Working within agreed and identifiable time scales and delivering a well reasoned officer output which delivers a successful planning outcome. To assist with key specialist projects, related to the monitoring of planning policy and its broader implementation within the borough, as allocated by the Information and Planning Obligations Team Manager, Principal Information and Monitoring Officer and Senior Planner (Information).

Specific Duties and Responsibilities

1. To support the delivery of high quality planning policy in line with national and regional planning policy guidance. Ensuring a strong evidence base exists and supporting the requirement for community and stakeholder engagement and meeting the requirements set out in the prevailing legislation.
2. To assist, under the supervision of the Senior Planner (Information), in the collection and analysis of planning related data for submission to regional and national government as required. To assist in the application of planning policy to decisions on a full range of development management case work including complex and/or high profile planning applications and pre-application advice.
3. To ensure, under the supervision of the Senior Planner (Information), that the full range of data/information is available to support planning policy work including the development and review of specialist policy areas, pre-application advice, the input of policy advice to complex and high profile planning applications, working to identifiable deadlines in a manner that is consistent with meeting corporate targets and objectives.
4. To use a wide range of computer 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 the production of annual monitoring reports.
5. To obtain an up-to-date knowledge of national and regional planning policy and relevant legislation and to take a proactive approach to relevant changes in legislation and their impact on data requirements.
6. To identify issues and propose solutions within the context of current and future service requirements 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.
7. To assist on self-contained projects or components of larger projects in order to deliver organisational objectives as well as enabling agreed changes in planning practice and processes to take place.
8. To input to the recommendations in reports to appropriate Overview and Scrutiny Committees and other internal and public meetings in a clear and concise manner.
9. To assist in meeting service-wide and corporate performance indicators, targets and customer service standards for the full range of your own workload.
10. To assist on the preparation of specialist evidence in respect of appeals including providing evidence for Public Inquiries, Hearings and written representation.

11. To assist in matters relating to policy compliance and enforcement matters and conflict resolution to ensure high quality innovative outcomes that reflect Council-wide objectives and policies.

CRITERIA FOR PROGRESSION TO SO1

1. To ensure, under limited supervision of the Senior Planner (Information) that the full range of data/information is available to support planning policy work including the development and review of specialist policy areas, pre-application advice, the input of policy advice to complex and high profile planning applications, working to identifiable deadlines in a manner that is consistent with meeting corporate targets and objectives.
2. Assess, negotiate and set out clear and robust recommendations in an accurate, well written officer report based on relevant planning policies and other material considerations.
3. Provide advice and guidance as required in response to planning best practice, procedure or policy within a legal/organisational policy framework and develop solutions or recommendations to meet service needs.
4. To ensure that you meet service-wide and corporate performance indicators, targets and customer service standards.

CRITERIA FOR PROGRESSION TO SO2

1. To ensure, under minimum supervision that the full range of data/information is available to support planning policy work including the development and review of specialist policy areas, pre-application advice, the input of policy advice to complex and high profile planning applications, working to identifiable deadlines in a manner that is consistent with meeting corporate targets and objectives.
2. Deals with straightforward enquiries about information and/or monitoring in the Spatial and Transport Planning or Development Control Services.
3. Seek to coach and facilitate the acquisition of skills and knowledge in others so that they are better equipped to be self-reliant in dealing with technical and people issues.

CRITERIA FOR PROGRESSION TO PO1

1. Working independently on key areas of data to ensure that the data/information is available to support planning policy work including the development and review of specialist policy areas, pre-application advice, the input of policy advice to complex



and high profile planning applications, working to identifiable deadlines in a manner that is consistent with meeting corporate targets and objectives.

2. Familiar with, and deals with enquiries about, work in any part of Spatial and Transport Planning.
3. Prepares and gives evidence on behalf of the Council at Public Examinations and Inquiries, Hearings and written representation.
4. To represent the Team/Department/Council at meetings, including evening meetings, both within the Council and outside bodies including public meetings on matters relevant to the Spatial and Transport Planning Service.

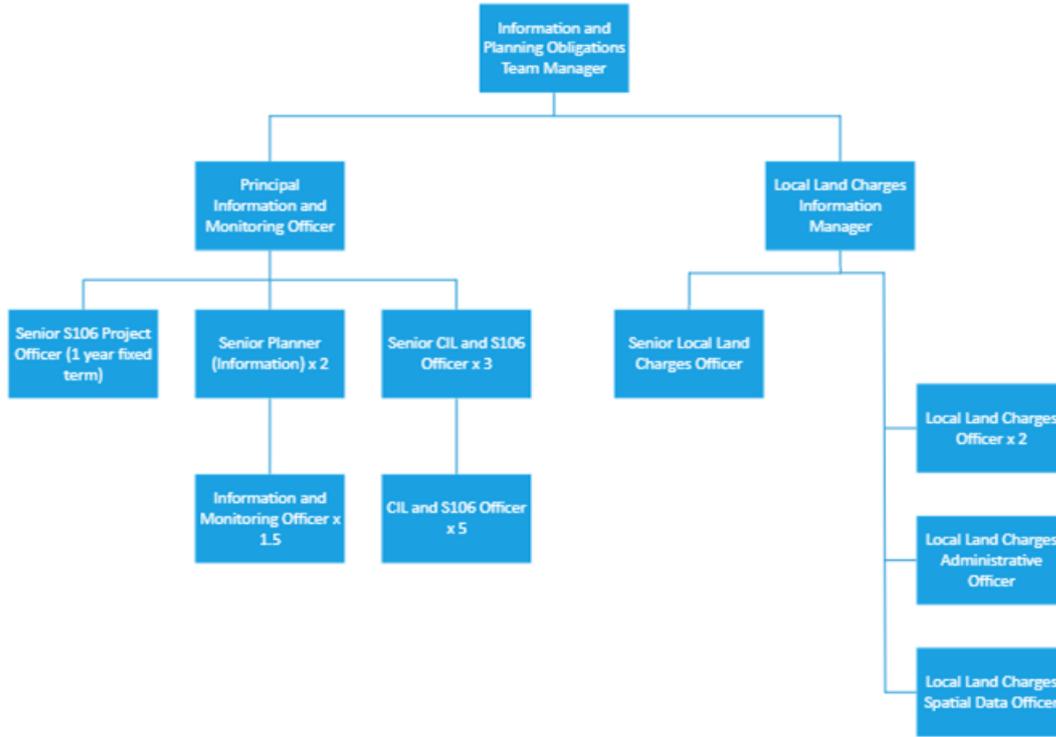
Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

Additional Information

- Will represent the Council at meetings with members of the public and other organisations both during the working day and outside normal working hours.

Team structure



Person Specification

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|--|---|
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Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

Being open. This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

Being supportive. This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

Being positive. Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

| Person Specification Requirements | Assessed by A & I/ T/ C (see below for explanation) |
|--|---|
| Knowledge | |
| Knowledge and sound understanding of national, regional and local plan making and associated legislative requirements and policy guidance. | A/I |
| Knowledge of available planning information and its application to plan making. | A/I |
| Knowledge and understanding of effective customer relations and customer care practices. | A/I/T |

| Person Specification Requirements | Assessed by A & I/ T/ C (see below for explanation) |
|---|---|
| Experience | |
| Experience in local government policy work including the preparation of supporting information and provision of a robust and comprehensive evidence base. | A/I |
| Experience of collating and analysing planning related information for submission to regional and national government. | A/I |
| Skills | |
| Clear understanding of IT systems generally including Microsoft Office, Internet Explorer and Objective (desirable). | A/I/T |
| Effective report writing skills including preparation of local plan documents, committee reports, development plan examination statements or equivalents. | A/I/T |
| Proven information management and numeracy skills and ability to produce and collate accurate information and data reports. | A/I/T |
| Articulate in written and oral communication skills with particular reference to report and letter writing, public speaking, presentation skills and communicating with Members, the public, staff and other professionals. | A/I |
| Ability to analyse and interpret data and present key facts including policy implications in the preparation of reports, policy formulation and other material. | A/I/T |
| Ability to prepare briefs for and assist in the selection, control and monitoring of consultants. | A/I |
| Ability to work on designated projects with supervision. | A/I |
| To work effectively to meet challenging deadlines and manage competing and changing priorities. | A/I |
| To work as part of a team taking into account the needs of other Council Departments and with a willingness and ability to share knowledge with other staff. | A/I |
| Able to use initiative to identify solutions to problem solving and demonstrating a 'can-do' attitude to improvements in service delivery. | A/I |
| Ability to assist in identifying need for change and to introduce and manage changes designed to improve service delivery. | A/I |

A – Application form / CV

I – Interview

T – Test

C – Certificate