

**JOB DESCRIPTION**

**JOB TITLE:**

**DEPARTMENT:**

Technical Officer (Part time 18.5 hours)

Strategic Planning

**POST NUMBER:** 768

**GRADE:** Scale 3

**ACCOUNTABLE TO:** Strategic Planning Manager

**LOCATION:** Guildhall, City Offices or other City Council offices as required

**POST OBJECTIVE** To provide technical and administrative assistance associated with preparing key policy documents, including the Winchester District Local Plan, and related consultation/projects.

**SPECIFIC TASKS:**

1. Undertake research to assist on a range of planning policy matters as required and provide other support to associated work, as necessary.

2. Organise and maintain processes associated with public consultation that will support preparation of key policy documents, including the Winchester District Local Plan and Supplementary Planning Documents, including:

• coordinating and being responsible for running consultations on a range of Local Plan documents

• drafting letters and creating mailshots required to inform consultees of progress; using mail merge and mailchimp

• coordinating publicity and statutory advertisements; and

• coordinating arrangements and work associated with public exhibitions, workshops and consultation exercises and attendance as required, which may include evening and weekend working on occasion.

3. Maintain accurate and up to date information within relevant IT systems including:

• initial analysis and sorting of public representations and questionnaire responses; and

• producing reports, mailing lists and data to analyse and utilise the information held to best effect.

4. Organise, participate and take notes of meetings and distribute minutes of meetings and agendas as required.

5. Ensuring that the Strategic Planning webpages are accessible, up to date and easy to navigate.

6. Deal with members of the public, Parish Councils, applicants, agents and a wide range of external organisations with queries relating areas covered by this post.

7. A good knowledge and understanding of GIS and ability to produce maps.

8. Create, maintain an accurate and up to date filing system by using the Council’s SharePoint Document Management System and use to the IDOX system to access planning histories and a range of other enquiries.

9. Arrange for printing of documents and undertaking basic desk-top publishing work graphics work to support the preparation of the Local Plan and the Authority Monitoring Report.

10. Undertaking site visits / assessments around the Winchester District to gather data / information to support the work of the Strategic Planning Team, including the retail surveys and other monitoring data.

11. Assist and take a key role in the preparation and the production of the Council’s Authority Monitoring Report.

12. Using the financials system to raise Purchase Order Numbers, monitoring budgets and matching and processing invoices.

 **General Responsibilities**

13. To ensure administrative and financial integrity in activities undertaken and to comply with any Divisional or corporate guidelines in this respect.

14. To undertake such other duties, as determined by the Strategic Planning Manager commensurate with the grade of the post, the abilities of the post-holder and the general post objective.

 **Health and Safety**

 Every employee while at work has a duty to take reasonable care of their own health and safety and that of other persons who may be affected by his/her acts or omissions at work - Health and Safety at Work Act 1974.

 **Equality**

 Winchester City Council bases its employment practices on the concept of equal opportunity.  As an equal opportunity employer the Council opposes all forms of discrimination or unfair treatment on the grounds of gender, marital status, race, colour, nationality, national origin, ethnic origin, religious belief, sexual orientation, disability or age. No employee or job applicant will be disadvantaged by any condition or requirement which cannot be shown to be justifiable.

 **Safeguarding**

 Winchester City Council has a responsibility to safeguard and promote the welfare of children and vulnerable adults. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

Signed ................................................................ Dated ..................................................................

Version date: March 2020

**PERSON SPECIFICATION**

**JOB TITLE**

Technical Officer **POST NUMBER:** 768

**DEPARTMENT:** Strategic Planning

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| **Requirements** | ..· | **Weighting** | **. Assessment****Method** |
| SkillsExperience | Use of MS Excel and Access to create and manipulate informationUse of GIS to extract informationAble to post information on Council website Able to use basic desktop publishing software Able to analyse information and comments in astructured wayNumerate and literateExperience of using a range of IT packages, including databasesExperience of organising eventsExperience of filing and organising informationExperience of data inputtingExperience of dealing with public enquiriesExperience of drafting short and straight forward documents for a range of audiencesExperience of working with a range of different people throughout a complex organisationExperience of organising meetings, including agenda preparation and taking notesExperience with preparing documents for publicationData handling, basic statistical analysis or related work | 22223332332332.22 | A, IA, I A, I A, I A, IA,I,QA, IA, I A, I A, I A, I A, IA, I A, I A, IA, I |
| PersonalQualities | Well organised, accurate, methodical.Good interpersonal skills, telephone manner, flexible and aware of Team needs. | 33 . | I, PA,R |

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| Specific JobRequirementsQualifications | Ability to use IT systems and interrogate data internetAble to travel between Council office sites and to other sitesvenuesUnderstanding of Community Planning andLocal Plan processes and systemsQualification/ability in mathematics, statistics, geography or other relevant area (to at least GCSE) | 322 .2 | A,I,P A,I A, IA, I, Q |

