



JOB TITLE:	Technical Officer (Part time 18.5 hours)
DEPARTMENT:	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

Requirements		Weighting	Assessment Method
Skills	Use of MS Excel and Access to create and manipulate information	2	A, I
	Use of GIS to extract information	2	A, I
	Able to post information on Council website	2	A, I
	Able to use basic desktop publishing software	2	A, I
	Able to analyse information and comments in a structured way	3	A, I
	Numerate and literate	3	A, I, Q
	Experience of using a range of IT packages, including databases	3	A, I
Experience	Experience of organising events	2	A, I
	Experience of filing and organising information	3	A, I
	Experience of data inputting	3	A, I
	Experience of dealing with public enquiries	2	A, I
	Experience of drafting short and straight forward documents for a range of audiences	3	A, I
	Experience of working with a range of different people throughout a complex organisation	3	A, I
	Experience of organising meetings, including agenda preparation and taking notes	2	A, I
	Experience with preparing documents for publication	2	A, I
	Data handling, basic statistical analysis or related work	2	A, I
Personal Qualities	Well organised, accurate, methodical.	3	I, P
	Good interpersonal skills, telephone manner, flexible and aware of Team needs.	3	A, R

Specific Job Requirements	Ability to use IT systems and interrogate data internet	3	A,I,P
	Able to travel between Council office sites and to other sites venues	2	A,I
	Understanding of Community Planning and Local Plan processes and systems	2	A, I
Qualifications	Qualification/ability in mathematics, statistics, geography or other relevant area (to at least GCSE)	2	A, I, Q

<i>Weighting</i> 3 – Essential for the successful performance of the job 2 – Desirable but can be achieved through on the job training or experience 1 – Useful but not essential for successful performance of the job					
Assessment	A	Interview	I	Tests	T
Application Form	R	Presentation	P	Evidence of Qualifications	Q
References					