

## Job Description

<b>POST TITLE</b>	Principal Planner (Sustainable Development)	<b>POST NO:</b>	TBC
<b>SERVICE UNIT</b>	Regeneration and Planning Policy	<b>GRADE:</b>	11
<b>JOB EVALUATION</b>		<b>JOB FAMILY</b>	Planning
<b>RESPONSIBLE TO:</b>	Policy and Environment Manager		
<b>RESPONSIBLE FOR:</b>	Policy & Environment staff in the absence of the manager		
<b>LOCATION</b>	1 <sup>st</sup> Floor Contact Centre	<b>STATUS</b>	Staff

### Job Purpose

To undertake Sustainability Appraisal and Habitats Regulations Assessment Screening of Burnley's Local Plan  
To assist in developing the Local Plan evidence base and policies

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### Main Duties and Responsibilities:

#### Accountability

1. To undertake the Sustainability Appraisal/Strategic Environmental Assessment of Burnley's Local Plan and other planning documents in accordance with EU Directive 2001/42/EC and government guidance
2. To undertake the Habitats Regulations Assessment screening of Burnley's Local Plan in accordance with EU Directive 92/43/EC.
3. To plan and organise own work ensuring that work is completed on time to the required standard.

#### Information

4. To assist in developing the Local Plan evidence base in relation to climate change and sustainable design
5. To provide sustainability/climate change advice in relation to Council led strategies and policies.
6. To assist in the development and delivery of the sustainability agenda for the Borough, its partners and stakeholders

- To undertake staff and member training and awareness raising about sustainability issues

**Resources**

- To be responsible for ensuring that paper and electronic information, including GIS, relating to work on planning documents is accurate and up-to-date

**Other**

- To attend evening, public and Committee meetings as required.
- To attend training identified as necessary to undertake current and future job requirements
- To undertake such other duties and responsibilities as are commensurate with the salary grading of the post.

<p><b>Nature of Contacts and Relationships</b></p> <p>Typically involves direct contact with a wide variety of organisations and people, including Members, statutory organisations, local authorities, developers, consultants, members of the public</p>
<p><b>Physical Skills</b></p> <p>Use of keyboard and mouse with some precision e.g. the use of GIS for measurement, producing maps, plans.</p>
<p><b>Working Environment</b></p> <p>Office/public building based but with some work outside the office e.g. site visits, community consultation events</p>
<p><b>Planning, Discretion and Impact</b></p> <p>Responsible for developing the appraisal process and own work programme linked into that of the wider team</p> <p>Typically needs to analyse and interpret varied and highly complex information that will stand up to rigorous independent scrutiny, including the need to make decisions about policies</p> <p>Sole responsibility for ensuring that planning documents meet statutory requirements in respect of sustainability appraisal and habitats regulations assessment</p> <p>Expected to communicate and develop understanding with a wide audience</p>
<p><b>Resource Management</b> Required to design, maintain and adapt information and databases related to Sustainability Appraisal and Habitats Regulations Assessment</p>
<p><b>Types of Demands</b></p> <p><u>Mental</u> – preparation of complex documents that will stand up to rigorous independent scrutiny requiring long periods of concentration sometimes under pressure e.g. to meet deadlines, deal with unavoidable interruptions</p> <p><u>Physical</u> – walking and standing to undertake site visits, standing for prolonged periods at public consultation events</p>

**Health and Safety**

Employees are required to work with their employer to ensure a working environment which is safe and without risks to the health, safety and welfare of employees, and

others who may be affected, in accordance with the Health and Safety at Work Act, associated regulations and the Corporate Health and Safety Policy.

#### FOOTNOTE

This Job Description summarises the major responsibilities of the post. It is not intended to exclude other activities, nor future changes from the post holder's responsibilities.

#### **Equality Act 2010**

If you are a disabled applicant or an employee who has become disabled and this will affect your ability to do any of the above duties the Council will consider making some changes it thinks are reasonable.

Examples of changes may include providing equipment, making alterations to the workplace or changing some parts of the Job Description.

**Prepared by: Margaret Whewell**

**Date: 26<sup>th</sup> March 2012**

**Postholder:**

**Date of issue:**



## Person Specification

<b>POST :</b> Principal Planner (Sustainable Development)	<b>GRADE:</b>
<b>DIRECTORATE :</b> Economic Regeneration	<b>POST NO:</b>

<b>Selection Criteria</b>	<b>Essential/Desirable E/D</b>	<b>Method of Assessment</b> Application/Interview/Test Presentation/Production of Certificates <b>A/I/T/P/C</b>
<b>QUALIFICATIONS</b>		
1. Degree in Town Planning or other subject with a substantial environmental content	E	A/P
<b>EXPERIENCE</b>		
1. Experience of undertaking Sustainability Appraisal/Strategic Environmental Assessment of Development Plan Documents	E	A/I
2. Experience of assisting in the development of strategies, action plans or similar	E	A/I
3. Experience of working in partnership with organisations and individuals at a senior level	E	A/I
<b>SKILLS AND COMPETENCIES</b>		
1. Ability to show a good understanding of sustainability issues	E	I
2. An understanding of European and national requirements in respect of Sustainability Appraisal/Strategic Environmental Assessment and Habitats Regulations Assessment	E	A/I
3. An understanding of the development plan process	E	A/I
4. Ability to communicate clearly, concisely and effectively both verbally and in writing	E	I
5. Ability to promote awareness of environmental issues	E	I

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6. Ability to assess and reconcile demands and issues	E	I
7. Ability to coordinate the activities of others and work effectively in a task group setting	E	I
8. Ability to work under own initiative and make decisions on unexpected problems	E	I
9. Ability to prioritise own workload and that of others to meet deadlines	E	I
10. Ability to work as a member of diverse teams	E	I
<b>Competencies</b>		
<p>This post is required to demonstrate competencies in the Council's framework to level 3 standard. These will be assessed through a rolling programme of assessment with indicative behaviours agreed with the Manager</p>		
<b>Skills for Life</b>		
<p>The Council has signed the Skills Pledge and Get On Award as a commitment to up skill the workforce. Once appointed, the postholder will be offered the opportunity to undertake a skills assessment in literacy &amp; numeracy. Support will be given to employees where necessary to achieve the level 2 standard.</p>		

Footer

JD/Principal Planner (SD)/Post number if known/March 2012/MAW