**Job Description**

# Section A: Job Profile

## Job Details

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| Job Title: | Strategic Planner |
| Salary: |  |
| Grade: | 11 |
| Hours: | 37 |
| Team: | Strategic Planning & Infrastructure |
| Service Area: | Strategic Planning |
| Primary Location: | The primary location is County Hall, Oxford.  Please note we are actively looking at our ways of working, post the pandemic, using everything we have learnt and heard from our people about the organisational and personal benefits of hybrid working. What you can absolutely expect from working at OCC is that you will have the freedom to do your job and deliver great results, wherever you are based. Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process. |
| Budget responsibility: | No |
| Responsible to: | Principal Strategic Planner / Strategic Planning & Infrastructure Manager |
| Responsible for: | N/A |

## Job Purpose

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| The role will assist in providing strategic planning advice across the authority to ensure the County’s priorities and statutory requirements are secured in strategic development sites, Local Plans, Neighbourhood Plans and other planning documents in Oxfordshire, neighbouring authorities and other regional and national strategic bodies. The team also provides chargeable advice at pre-application and application stage for a range of planning proposals, focusing on the largest strategic sites in the County.  The Strategic Planner role is to support the successful preparation, adoption and implementation of Local Plans (including Supplementary Planning Documents, Area Action Plans, Garden Town / Village proposals, and planning applications for Strategic Sites), Neighbourhood Plans and input into strategic infrastructure development proposals. |

## Job Responsibilities

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| * Support the Principal Strategic Planners in their work on coordinating county council responses to Local Plans at all stages of their preparation; * Responsible for the county council’s responses to Neighbourhood Plans and liaise with Parish and District Councils as appropriate; * Support work on Oxfordshire’s strategic development sites to ensure the county council’s objectives are taken on board and applied as appropriate. This includes communicating (written and verbally) with many different stakeholders (Councillors, Developers, consultants, District Councils as well as internal colleagues); * Develop specialised locality specific knowledge, with support from Principal Strategic Planners, to input into planning work to ensure that consistent, accurate and relevant advice is being provided to that area. * Liaise with other County Council staff and provide assistance to developers as part of the County Council’s input to pre-application discussions on strategic development proposals as required, including through the use of Planning Performance Agreements. * Set up and assist in maintaining liaison meetings between the relevant key officers within the county council and officers from Oxfordshire’s five local planning authorities; * Support the Principal Strategic Planners in responding to regional and national consultations related to planning and housing, including those on nationally significant infrastructure proposals; * Lead, as appropriate, on areas of work for the strategic planning team, such as mapping, preparing briefing notes, , new software organising tours of strategic sites in Oxfordshire; * Oversee the administration of Planning Performance Agreements for an assigned area or strategic site under the supervision of senior colleagues. This will include acting as the point of contact for PPA queries, administer financial tasks for the invoicing and monitoring of payments, set up time recording for relevant PPAs and general coordination of the PPA function. |

# Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4). The criteria are aligned to our [corporate values](https://www.oxfordshire.gov.uk/council/about-your-council/working-oxfordshire-county-council/county-council-values).

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and, in the order, listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

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| Essential Criteria | Assessed By: |
| Undergraduate degree in town planning or a related subject | A, D, I |
| Ability to analyse and assimilate data quickly and use it accurately to influence outcomes | A, I |
| Good presentation and communication skills, verbal, written and in formal public settings. Able to communicate clearly and to translate complex issues into simple language which is accessible to the general population | A, I, P |
| Ability to prioritise and work independently | A, I |
| A commitment to excellent customer focus | A, I |
| Able to work flexibly to work outside normal office hours on occasion | A, I |
| Able to travel to and work from different sites | A, I |
| Evidence of, or demonstrate an understanding of, working in Local Government | A, I |
| Up-to-date knowledge of current UK planning law and Government guidance | A, I |
| Desirable Criteria | Assessed By: |
| Postgraduate degree in Town Planning or a related subject | D |
| Corporate membership of the RTPI or working towards membership | D |
| Awareness of development process | I |
| Demonstrable up-to-date knowledge of current UK planning law and Government guidance | I |
| Appreciation of local government workings and the decision-making processes, the other functions delivered and priorities in the Growth Deal | I |
| Experience of compiling and presenting reports | I |
| Ability to use specialist geographic information systems / software and Office applications | I |

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role include:

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|  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List |  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
|  | Enhanced Disclosure and Barring Service check with Children’s Barred List |  | Enhanced Disclosure and Barring Service check with Adults Barred List |
|  | Standard Disclosure and Barring Service check |  | Basic Disclosure |
|  | Disqualification for Caring for Children (Education) |  | Overseas Criminal Record Checks |
|  | Prohibition from Teaching |  | Professional Registration |
|  | Non police personnel vetting |  | Disqualification from Caring |
|  | Other (please specify): |  |  |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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|  | Provision of personal care on a regular basis |  | Driving HGV or LGV for work |
|  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects |  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
|  | Working at height/ using ladders on a regular/ repetitive basis |  | Restricted postural change – prolonged sitting |
|  | Lone working on a regular basis |  | Restricted postural change – prolonged standing |
|  | Night work |  | Regular/repetitive bending/ squatting/ kneeling/crouching |
|  | Rotating shift work |  | Manual cleaning/ domestic duties |
|  | Working on/ or near a road |  | Regular work outdoors |
|  | Significant use of computers (display screen equipment) |  | Work with vulnerable children or vulnerable adults |
|  | Undertaking repetitive tasks |  | Working with challenging behaviours |
|  | Continual telephone use (call centres) |  | Regular work with skin irritants/ allergens |
|  | Work requiring hearing protection (exposure to noise above action levels) |  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
|  | Work requiring respirators or masks |  | Work with vibrating tools/ machinery |
|  | Work involving food handling |  | Work with waste, refuse |
|  | Potential exposure to blood or bodily fluids |  | Face-to-face contact with members of the public |
|  | Other (please specify): |  |  |

October 2023