**Job Description**

# Section A: Job Profile

*The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.*

## Job Details

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| Job Title: | Assistant Strategic Planner (Two year fixed term) |
| Salary: | £29,269 -£32,076 |
| Grade: | 8 |
| Hours: | 37 per week. We are open to discussions about flexible working. |
| Team: | Strategic Planning and Infrastructure |
| Service Area: | Strategic Planning  |
| Primary Location: | The primary location is County Hall, Oxford OX1 1ND.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: | None |
| Responsible to: | Principal Strategic Planner / Strategic Planning & Infrastructure Manager  |
| Responsible for: | Not applicable |
| Political Restricted Post: | Not a restricted post |

## Job Purpose

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| The post holder will provide a key supporting role to senior officers across the Strategic Planning Service. The role will assist and support the Strategic Planning team in a variety of strategic planning activity across the county including neighbourhood plans, district local plans, Nationally Significant Infrastructure Projects (NSIPs) and pre-application advice and planning applications for strategic sites. The post will involve liaising with stakeholders, arranging and attending meetings, research, record keeping, evidence gathering, monitoring and analysis to enable the successful delivery of services and planning advice. To support our Organisation, People and Partners to look forward, using analysis and evidence to inform plans, manage risks appropriately and apply insight to ensure the delivery of effective services for our local people.   To learn and adapt to deliver positive outcomes in efficient and consistent ways, constructively challenging how services are provided and working together to build on our strengths.    The role will require working with Senior Officers, Officers, Members, Suppliers, Communities and other Partners, therefore being able to build working relationships and effectively communicate professional advice is vital.   |

## Job Responsibilities

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| Technical / Professional Skills Support officers (primarily the Principal Strategic Planners and Strategic Planners) in their day to day activities across the Strategic Planning & Infrastructure as required. This will include assisting with direct planning related work (but is not exhaustive):* Providing support (e.g. gathering data, mapping, reviewing of policy, research) to senior officers in delivery of county council responses to Neighbourhood Plans, district Local Plans, strategic planning applications, Nationally Significant Infrastructure Projects (NSIPs) and other planning consultations;
* Using digital mapping (GIS) and web-based systems, such as DEF Mastergov system to support the team;
* Assisting with work related to internal planning guidance and documents;
* Coordination and monitoring of planning performance agreements, this may involve some financial administration;
* Assisting with parts of the work on Oxfordshire’s strategic development sites to ensure the county council’s objectives are taken on board and applied as appropriate. This could include communicating (written and verbally) with many different stakeholders (Councillors, Developers, consultants, District Councils as well as internal colleagues);
* Liaising with other teams across the authority and district councils;
* Collating internal and external comments on a variety of planning matters.
* To build and promote relationships across the Council, its Suppliers and other Partners while delivering effective and consistent services, which represent value for money.
* The post may also involve assisting the wider strategic planning function. This includes the Minerals and Waste Policy, Infrastructure Funding and Development Management teams.

 Any other duties as may be deemed necessary to carry out the full remit of the role. |

# Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

* Always learning
* Be kind and care
* Equality and integrity in all we do
* Taking responsibility
* Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - 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.

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| Essential Criteria | Assessed By: |
| A 5 - 9 or A\*to C in GSCE in Maths and English (or equivelent) and to have at least two A Level passes or equivalent in any subject | A  |
| Ability to use own judgment in a range of situations | A / I  |
| Excellent communication, presentation and negotiation skills, with the ability to prepare clear and concise reports  | A / I / T |
| Understanding and experience using data, insight and performance measures to assess the impact of services and inform decisions and service planning to improve outcomes.  | A / I  |
| Proficient in MS Office skills (Word, Outlook, Excel etc.)  | I  |
| Desirable Criteria | Assessed By: |
| Undergraduate Degree or relevant qualifications in any subject | A / I |
| Knowledge and experience of town and country planning process and procedure | A / I |
| Knowledge of GIS | A / 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 are identified below (those ticked).

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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 |

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| [ ]  | 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 | [x]  | 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 | [x]  | 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 |
| [x]  | 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 |

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| [ ]  | Other (please specify):       |

July 2024