**Job Description and Person Specification**

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| **Job Title** | Planning Assistant – Place Plans | **Hours of work** | 37 hrs per week. Job share welcome. Flexible / family friendly hours. |
| **Reports to** | Chief Executive | **Salary range** | £20,500 - £25,500 pro rata (dependent upon experience) |
| **Contract** | 18 months to August 2023 (May be extended subject to funding) | **Location** | Homeworking, ideally based in North Wales / ability to travel to Conwy. |

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| **Job purpose / summary** |
| 1. To work with the Planning Engagement Officer in providing direct support to Community and Town Councils (CTCs) that are currently preparing Place Plans (80%~ of working time). This will include providing ongoing support to one specific Place Plan project in Conwy. 2. To support the development and delivery of reports, training events, videos, guidance and other suitable activities that help raise awareness and understanding of Place Plan preparation across Wales (~20% of working time). 3. Any other duties commensurate with the general level of responsibility of the post, as the Chief Executive or Planning Engagement Officer may consider necessary. |

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| **Internal relationships:** | **External relationships:** |
| * Planning Engagement Officers * Volunteers * All staff * Management Board * IT support officers | * Community and Town Council members and staff * Local Planning Authority Officers * Third sector organisations / community groups * Suppliers / sub-contractors * Welsh Government |

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| **Duties and Responsibilities**  *“What you have to do”* |
| With regards to Place Plan preparation, specific tasks will include, but are not limited to:   1. Supporting the Planning Engagement Officer in the preparation of project plans, report preparation and engagement activities. 2. Liaising with CTCs to arrange meetings and engagement events. 3. Supporting delivery of local community engagement events, both online and face-to-face in a range of settings. 4. Researching and summarising Local Development Plans and a wide range of local strategies, plans and evidence to ensure the relevance of the Place Plan. 5. Summarising community feedback from a variety of sources at each stage of Place Plan preparation. 6. Supporting the synthesis of planning policies and project action plans as part of the production of draft Place Plans.   The awareness-raising aspects of the role will likely include:   1. Preparing reports on the uptake and barriers to Place Plan preparation across Wales. 2. Supporting the delivery of Place Plan advice and training to Community and Town Councils. 3. Working with the Community Engagement & Development Officer to promote Planning Aid Wales’ availability to undertake Place Plan commissions and seek out new projects. 4. Undertaking research on questions raised by members of the public on Place Plan matters on behalf of the Planning Engagement Officer and Chief Executive. 5. Assisting in the preparation of articles and guidance on Place Plan preparation. 6. Maintaining an up-to-date library of guidance and case studies on Place Plan preparation. |

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| **Person Specification** | | |
|  | **Essential** | **Desirable** |
| **EDUCATION / QUALIFICATIONS** |  | * Degree or other appropriate qualification in planning or community development. * Eligibility to apply for membership of the Royal Town Planning Institute |
| **EXPERIENCE** | * Research and report writing. * Writing clearly and concisely for a range of audiences. * Experience of working with IT applications including email & spreadsheets. | * Working directly with communities. * Public policy research / development. * Experience in developing and delivering marketing activities / campaigns. |
| **KNOWLEDGE, SKILLS AND ABILITIES** | * Ability to write persuasively. * Well-developed communication / people skills. * Confident in Speaking in front of people (e.g., delivering training). * Ability to adapt communication style to different audiences. * Ability to organise and prioritise competing work streams, ensuring quality delivery within agreed deadlines. * The ability to be impartial. | * Knowledge of the planning system and / or tiers of government in Wales. |
| **PERSIONAL ATTRIBUTES** | * Committed to ensuring communities have a voice in public life. * Values diversity. * Works effectively within teams. * Supports collaboration. * Able to follow instructions whilst working independently. | * Proactive in identifying and delivering innovative solutions to problems, particularly through use of IT. |
| **MOTIVATION** | * Strives to deliver best value in all aspects of work. * Strives for excellence in work. * Committed to personal development. |  |
| **CIRCUMSTANCES** | * Ability and suitable space to work from home with reliable broadband (equipment will be provided). * Ability to attend meetings and events in Conwy (monthly basis). | * Ability to communicate fluently in Welsh is highly desirable. * Full current driving licence with access to a vehicle. |

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| **Contextual or other information** |
| **Place Plan context**  Planning Aid Wales has long been an advocate of Place Plans as a medium for communities to take a proactive role in the planning system (see our guidance at [www.placeplans.org.uk](http://www.placeplans.org.uk)). Place Plan preparation brings a wide range of benefits to communities; it can facilitate great Placemaking and improve community understanding of the planning process, which is one of Planning Aid Wales’ main objectives as a charity.  Interest and requests for support in preparing Place Plans is increasing year on year; this demand has facilitated the creation of this role. However, Place Plan uptake and preparation is not without its challenges; public awareness, availability of resources and the time and skills needed to deliver evidence-based policy preparation at a community level are all challenges that this role will help to overcome.  **Responsibilities**  The work of Planning Aid Wales changes over time and it is not possible to describe all the responsibilities of the post. It is to be expected that the post holder will be called upon to take responsibilities and tasks in furtherance of the purposes and scope of the post.  The role has been facilitated through direct funding from a specific Place Plan project in Conwy; the post holder will be required to attend meetings and events in the area. It is possible that extensions to the duration of the contract could be facilitated by further funding opportunities / projects.  This job description reflects the present requirements of the post. The job description will be reviewed annually as part of the appraisal process. As duties and responsibilities change and develop, the job description will be subject to amendment in consultation with the post holder.  **About us**  Planning Aid Wales is the charity funded by Welsh Government to help communities understand and engage with the land use planning system in Wales. We provide a range of impartial services including training, networking events, guidance, advice and support. Through delivering these services, we help give people a voice in the planning system and thereby help to create a more equal Wales with more cohesive communities. More information about Planning Aid Wales is available at [www.planningaidwales.org.uk](http://www.planningaidwales.org.uk)    **Accountability**  Local accountability / reporting, is defined within this job description. Overall, all staff are accountable to the Planning Engagement Officer and ultimately the Chief Executive, who will be one of the main stakeholders of this post.  **Probationary period & appraisals**  The post will be subject to an initial 3-month probationary period. Formal appraisal of this post will be performed by the Chief Executive with the object being fulfilment of any agreed Personal Development Plan (including Continued Professional Development). Any records of training and/or competence compiled in the course of this employment will be made available to the post holder.  **Remote / homeworking**  The Planning Aid Wales staff team work remotely from different locations throughout Wales; the post-holder will be required to have a suitable distraction-free environment to work in and will be subject to our homeworking policy. Any questions or clarifications regarding these arrangements can be addressed to the Chief Executive directly.  **Confidentiality**  The post holder will maintain appropriate confidentiality of information relating to Planning Aid Wales, individuals and service user information. Such information must not be divulged or passed to any unauthorised persons. The post holder will be expected to comply with all aspects of the Data Protection Act. For more information on how Planning Aid Wales collects and processes personal data, please refer to the attached Job Applicant Privacy Notice.  **Equality & Diversity**  Planning Aid Wales is committed to achieving equality of opportunity for all staff and for those who access services. You must work in accordance with equal opportunity policies/procedures and promote the equality and diversity agenda of Planning Aid Wales.  **Policies & Procedures**  Planning Aid Wales staff are expected to follow the policies, procedures and guidance as well as professional standards and guidelines. Copies of all policies can be accessed via your manager or our HR system.  **Records Management**  The post holder has responsibility for the timely and accurate creation, maintenance and storage of records in accordance with Planning Aid Wales policy, including email documents and with regard to the Data Protection Act, The Freedom of Information Act and any other relevant statutory requirements.  **Risk Management / Health and Safety**  Employees must be aware of the responsibilities placed on them under the Health & Safety at Work Act 1974, ensure that agreed safety procedures are carried out and maintain a safe environment for employees, service users and visitors.  **Smoking**  Planning Aid Wales operates a ‘non-smoking’ policy. Staff are not permitted to smoke or use e-cigarettes anywhere within any location in which they work unless designated specifically for smoking or vaping purposes or when outside on official business. |