



Role Profile

Planning Policy Officer (Climate and Place)			
Reference No.	A5012	Type	Individual
Service	Planning Services		
Job Family	Professional 2	Grade	FC8

Purpose
<p>To lead work within Planning Services in developing, implementing, and evaluating policy to deliver climate and planning outcomes. Working across both the Climate Change & Zero Waste team and Policy & Place Team to develop and co-ordinate approaches to:</p> <ul style="list-style-type: none"> • National Planning Framework 4 (NPF4) policy interpretation in relation to climate and place. • Site assessment criteria to be included in the Local Development Plan evidence report. • Place-specific guidance and direction to achieve better quality development. • Alignment of corporate plans and strategies, including the Local Development Plan, Local Heat and Energy efficiency Strategy and Climate Fife.

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Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
<p>Advising Planning Services and partners on how to manage and deliver policy and services by identifying, planning and developing approaches, policies and systems. Contributing to development planning examination and appeal work including submission of statements. Responding to consultations affecting planning policy and practice. Preparing committee reports.</p>	<p>Educated to SCQF level 9 which includes a Degree or Equivalent.</p> <p>Full Chartered Membership of the Royal Town Planning Institute</p> <p>Relevant policy experience in climate and land use/spatial planning.</p> <p>Risk management experience</p> <p>Significant experience of working in a policy or organisational improvement/change management capacity within business change management disciplines.</p> <p>Qualified in a numerate or statistical discipline.</p> <p>Customer Service/care skills</p>	<p>✓</p> <p></p> <p>✓</p> <p></p> <p></p> <p>✓</p> <p>✓</p> <p></p>	<p></p> <p>✓</p> <p></p> <p>✓</p> <p></p> <p></p> <p>✓</p>
<p>Managing and communicating information and policy effectively so that clients are kept up to date with internal and external developments.</p>	<p>Communication skills</p> <p>Interpersonal skills</p>	<p>✓</p> <p>✓</p>	<p></p> <p></p>
<p>Identifying and managing a range of policy projects and activities within areas of climate change, planning and place-based approaches in line with agreed standards and deadlines. Maintaining and updating work, project, and programme plans.</p>	<p>Ability to balance effective work programming, meeting deadlines and monitoring with flexibility in reacting to urgent work and changing priorities.</p> <p>Time management skills.</p>	<p>✓</p> <p>✓</p>	<p></p> <p></p>

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	Prioritisation skills.	✓	
	Ability to operate effectively while under pressure and cope with uncertainty.	✓	
Maintaining and updating work, project, and programme plans	Experience of working within a project and/or programme environment	✓	
	Project management skills		✓
	Experience of projects involved with the introduction of new technologies, systems and new ways of working		✓
Managing policy evaluation activities. Identifying and managing policy improvement activities.	Experience of policy improvement methodologies such as process mapping, service planning and performance reporting, policy development and evaluation	✓	
Collecting, analysing and interpreting research, performance, management, risk and other information.	IT skills, e.g. Microsoft Office, Teams, or similar (Embrace technology and information)		✓
	Experience of using Geographic Information Systems and spatial analysis		✓
Delivering policy and analytical products, identifying methods of approach, customer requirements and key policy implications.	Experience of information analysis and solution development	✓	
Applying a range of research and policy methodologies in a practical setting			
Leading approaches to engagement with Councillors, communities and key stakeholders in the development, planning, implementation and evaluation of policy approaches.	Practical experience and ability to collect, analyse and interpret a range of data, including performance and management data	✓	
	Practical skills in the use and manipulation of data including data cleaning, formatting and presentation		✓
Reviewing and monitoring the impact of policy across the Council and community planning partnership.	Ability to adapt approaches where appropriate and respond to changing requirements	✓	

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Preparing reports for senior managers.	Report writing skills	✓	
Developing and delivering training materials and presentations.	Experience of developing and delivering training materials and presentations	✓	
Monitoring budgets and reporting on resource issues as appropriate.	Experience of providing advice and guidance	✓	
Leading internal meetings and focus groups including user-groups, project meetings, community meetings, Councillors and key stakeholders and partners	Experience of budget and resource management	✓	
Keeping up to date with agreed areas of practice and sharing this expertise across the Council	Ability to work with and co-ordinate a wide variety of people to achieve desired outcomes in a workshop environment (Work together)	✓	
Liaising with other Teams, Services and community planning partners, to ensure that packages of policy support are integrated with other relevant areas of work	Conflict handling skills	✓	
Contributing to the development of Planning and Climate related plans and policy.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.	A flexible approach and the ability to embrace change	✓	
	Ability to provide a regular and effective service	✓	

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Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

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Job Title (Specialists Tasks)

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required

Before confirming appointment: You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.

<p>Additional Information – the following information is available:</p>	<p>Expected Behaviours</p>
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<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters 	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>
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