



Role Profile

Planner, Urban Design				Purpose			
Reference No.	A4291	Type	Individual	<p>To provide policy and urban design advice for the Local Development Plan, and for the statutory planning process.</p> <p>To help to deliver the Scottish Government agenda on the Place Principle and advise on applications for planning permission from small changes to domestic property to business properties to major applications for commercial, housing and industrial development; delivering project work; planning policy development and implementation; and provide policy and urban design advice for the statutory planning policy process.</p>			
Service	Enterprise, Planning and Employability						
Job Family	Professional 2	Grade	FC8				
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
To provide specialist advice to case officers in the process of statutory development applications, appeals and related activities.				Educated to SCQF level 9, which includes a Degree or equivalent in Town and Country Planning or equivalent relevant discipline.		✓	
				Full Membership of an appropriate professional body for example: Royal Town Planning Institute; Royal Institute British Architects; Landscape Institute.		✓	

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Project management and policy work to deliver the Development Plan.	Post-qualification experience in urban design work. Ability to work as part of a team or individually	✓ ✓	
To undertake the implementation and management of the Development Plan and the Supplementary Guidance; and co-ordination with the built environment initiatives of the Council and associated project work.	Dealing with sensitive issues on a private and confidential basis	✓	
Advice to planning case officers on planning applications on the design and layout of development.	Knowledge and experience of planning legislation, particularly urban design related.	✓	
Preparation of Design Briefs and Supplementary Guidance.			
Negotiating with developers, agents and property owners, including knowledge of land values and transactions and planning and community gain negotiations	Confident in dealings with others, including members of the public and politicians (Work Together – See How We Work Matters Framework)	✓	
Provide advice and guidance to developers, agents, property owners, communities and other 3 rd Parties in terms of the implementation of Fife Council's Supplementary Guidance 'Making Fife's Places'.			
Dealing with significant/complex local and major development proposals (including EIA, Pre-application work and negotiate processing agreements.)	Time management skills Customer care skills (Focus on customers)	✓ ✓	

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Assisting in the day to day technical policy and administrative support of the Planning Service.	Computer Skills using standard and bespoke packages (Embrace technology and information)		✓
Providing policy and technical input to the preparation and review of the Local Development Plan, its Strategic Environmental Assessment and Supplementary Guidance.			
To develop any further policy guidance required in respect of Urban Design, Landscape, and the built environment.			
Undertaking site inspections for all sites. Undertaking site assessments for the Local Development Plan and its Strategic Environmental Assessment.	Working on own initiative and thinking creatively and independently within the parameters of relevant legislation	✓	
Consulting and liaising with internal and external agencies, statutory consultees, community groups, etc as required and delivering excellence in customer service.	Confident in dealings with others, including members of the public and politicians Written and oral communication skills	✓ ✓	
Representing the Council at Inquiries, Hearings etc., (in accordance with your professional code of conduct) (Planner post only) and at other meetings, and consultation groups, fora as required.	Ability to work in a disciplined manner Awareness of current/topical issues in the professional field of planning	✓ ✓	
Preparing committee and delegated reports of handling which assess and balance competing/conflicting complex issues, to arrive at a considered recommendation and to meet statutory performance targets in terms of both speed and decision making.	Ability to prioritise workload and meet set targets (Deliver results)	✓	

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Accurate and timely file management to ensure all procedural and legislative requirements of the planning process are met and decisions taken or recommendation made are legally robust.	Time management	✓	
Exercising delegated powers as required by the Head of Service and as set out in the List of Officer Powers, and to comply with the Scheme of Administration.	Organisational awareness of local planning authority		✓
Assisting the Lead Officer in discharging the responsibilities of that post, including deputising as required.			
Embracing and pursuing available opportunities for personal development and gaining new experience and participate in creating similar opportunities for other members of the team.	Ability to deal effectively with colleagues at all levels (Take ownership)	✓	
Participate fully in the continuous improvement of working practices and processes in accordance with LEAN management principles.			
Providing advice to the Local Review Body to assist the assessment of Review cases by the Lead Professional.			
Apply legislation and experience to identify solutions to development proposals and develop alternative designs and solutions to address potential conflicts with planning policy and representations from neighbours or consultees.	Experience of applying planning legislation and identifying solutions.	✓	
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children <input type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input checked="" type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input type="checkbox"/>	

Additional Information – the following information is available:
<ul style="list-style-type: none"> • Skills Framework (if applicable) • How we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:
<ul style="list-style-type: none"> • Take Ownership • Focus on Customers • Work Together • Embrace Technology & Information • Deliver Results