

Designation:	Local Plan Programme Officer
Grade:	Stroud
Hours:	Variable (temporary for 15 months)
Location:	Ebley Mill
Job Purpose:	To organise and administer the Local Plan Examination
Responsible to:	Inspector on a day to day basis. Interim Planning Strategy Manager for line management
Responsible for:	None

KEY DUTIES

- To organise and administer the Examination for the Stroud District Local Plan, reporting to and taking instructions from the Inspector and being the main point of contact between the Inspector, the Council and members of the public that have made a representation on the Plan.
- To establish and maintain the Examination library and make it available to members of the public when necessary.
- Maintain an Examination database of all representations and related correspondence.
- Use appropriate filing system(s) to acknowledge receipt and recording of documents to be considered by the Examination, including written representations, and sending reminders for non-receipt of documents within set deadlines.
- To liaise with those making representations on the Local Plan, including making them aware of the Examination proceedings and keeping them up to date.
- To organise the Pre-Examination Meeting, including booking an appropriate venue and informing all parties of details.
- To organise and manage the use of the Examination venue.
- In consultation with the Inspector(s), prepare and manage the Examination Programme and make all parties aware of it.
- To notify relevant parties of the closure of the hearing sessions of the Examination, and arrange handover to the Council on a timescale agreed with the Inspector.
- Such other duties that the Inspector(s) requests as may be required consistent with the grade of the post.

The nature of this post is such that hours of work will be part-time on appointment building up to full time for approximately 4 months during the hearing sessions in spring/summer 2022, and part-time for a period following the hearing sessions. The post is temporary for 15 months, but this may need to be extended if the Local Plan Examination is extended. The exact nature of the working arrangements will need to be discussed on appointment but the role is suitable for home working outside the period of the hearing sessions.

SKILLS AND KNOWLEDGE

- Good general education or equivalent experience
- Excellent communication skills both verbal and written
- Committed to excellent customer service
- Excellent organisational skills and a good understanding of administrative processes and systems
- Experience of organising/programme management
- Experience of working with the public
- Ability to use a range of IT software
- Ability to work alone and manage their own time and workload

COMPLEXITY AND CREATIVITY

- To organise the Examination, setting up administrative systems, dealing with many people and a volume of correspondence, with little or no supervision on a day to day basis
- To respond to queries and complaints with confidence and calm authority

JUDGEMENT AND DECISIONS

- Required to exercise discretion in a range of areas where advice is not normally available and policies and procedures provide only general guidelines.

CONTACTS

- The Inspector
- Members of the public
- Members and staff of the Council
- Representatives of other organisations and businesses

RESOURCES

Little or no responsibility for physical or financial resources.

TRAVEL DESIGNATION

- Casual Car User.

GENERAL

- To work with communities sometimes outside normal office hours, including weekends.
- To ensure that at all times service delivery informs, reflects and supports the Council's prevailing aims and objectives.
- To work with colleagues across the organisation as required in support of organisational goals.
- To promote the Council's overall commitment to equality of opportunity/Diversity at all times and work within the requirements of the Council's Equality Scheme.
- To undertake all training and development initiatives as required.
- To work within Health and Safety guidelines in accordance with the Health and Safety at work Act.
- To work within the requirements of the Council's Environmental Policy and Management System.
- To undertake any appropriate duties required to meet the Council's obligations under the Civil Contingencies Act.

This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.