



CYNGOR SIR
YNYS MÔN
ISLE OF ANGLESEY
COUNTY COUNCIL

Candidate Pack

Senior Planning Policy Officer



Closing date: 09/10/23

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Anglesey County Council



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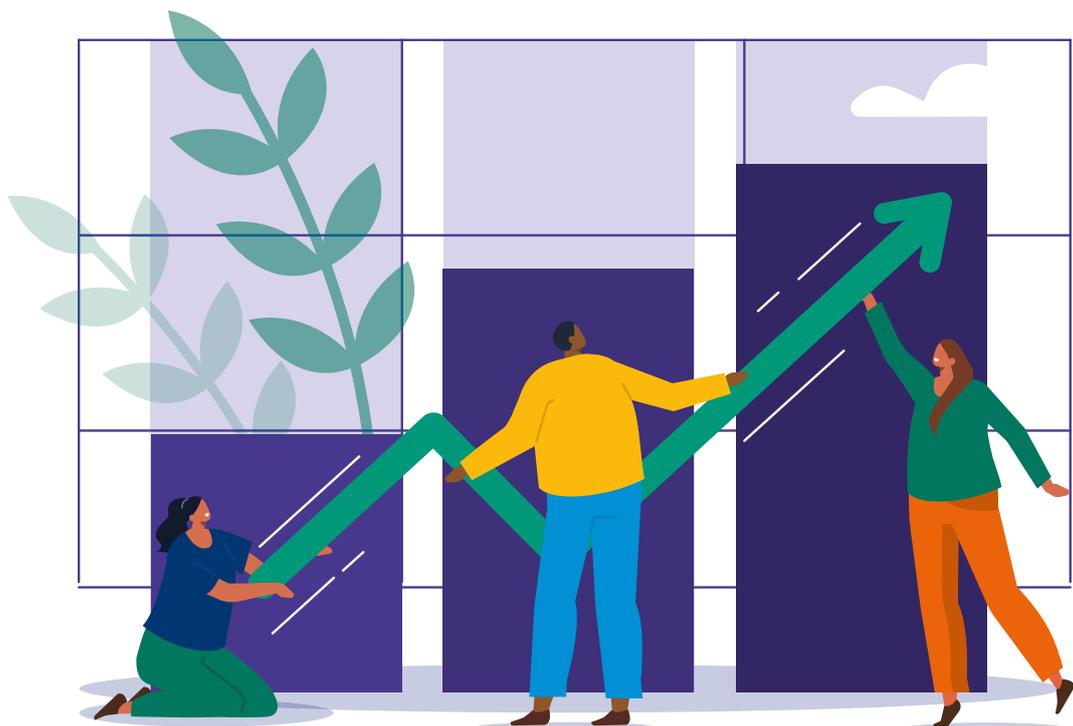
CANDIDATE PACK

Senior Planning Policy Officer

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Mae'r ddogfen yma ar gael yn Cymraeg / This document is available in Welsh.



BACKGROUND OF THE POST

Senior Planning Policy Officer

Thank you for taking the time to visit Isle of Anglesey County Council's vacancies site. This is an exciting opportunity to join the Council to support the work of the Planning Policy Team as it develops a new Local Development Plan for Anglesey.

The Plan will set out the strategy and aims for the development and use of land on Anglesey and will also have a strong influence on how the area and its communities will be developed over a 15-year period, concentrating on the strategic aims of the County Council. The aim is to adopt a plan that will lay a foundation for the economic and environmental prosperity of the Island and its residents.

There are four roles within the Planning Policy Team that are suitable for individuals looking for new careers, or those looking to further develop their skills. These roles are a vital part of the Planning Policy Team and will include a wide range of duties. As part of your role, you will provide high level professional, technical and administrative support, contribute towards leading the work of preparing the Local Development Plan, and work with a range of stakeholders.

The planning Policy Team is part of Anglesey's Regulation and Economic Development Service and offers excellent opportunities to those wanting to contribute fully towards fulfilling the Council's ambition of creating a healthy and prosperous Anglesey – where people can thrive.

As a Council we are committed to creating a culture of developing staff and you will have the opportunity to take advantage of a variety of training and relevant courses. We also pride ourselves in offering a supportive organizational culture, with excellent terms and conditions of employment and competitive salaries. Hybrid working arrangements are in place which is a combination of working from home and from Council premises.

Anglesey has a lot to offer. The area is inspiring, a feast for the senses, where you can get away from the hustle and bustle of life. But most of all, Anglesey is a place where you can set out to achieve!

For an informal discussion regarding these roles, contact **John Ifan Williams** (01248 752460 / johnwilliams2@ynysmon.llyw.cymru), or **Dewi Francis Jones** (0124)8 752420 / dewijones@ynysmon.llyw.cymru).



EMPLOYEE BENEFITS



Access to Local Government Pension Scheme



Maintenance M&M discount card at leading retailers e.g. ASDA, Morrisons, Tesco, John Lewis etc

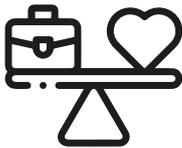
Discounts on membership of the authority's 4 leisure centres



Access to training and professional development



Discounts on Mobiles. Technology and Lifestyle discounts including technology salary sacrifice schemes



Wellbeing and Occupational Health support services

Physiotherapy



Free eye tests for regular VDU users

Cycle to Work Scheme - The Council, through its partnership with Halfords, provides a Cycle 2 Work scheme for employees



Medra - 24/7 self-referral counselling services for employees - up to 4 sessions a year. Access to online service.



Anglesey has excellent policies in place to ensure that employees can balance the demands of work and home

Family-friendly policies to include:

- Maternity Leave
- Paternity Leave
- Parental Leave
- Adoption Leave and Career Break

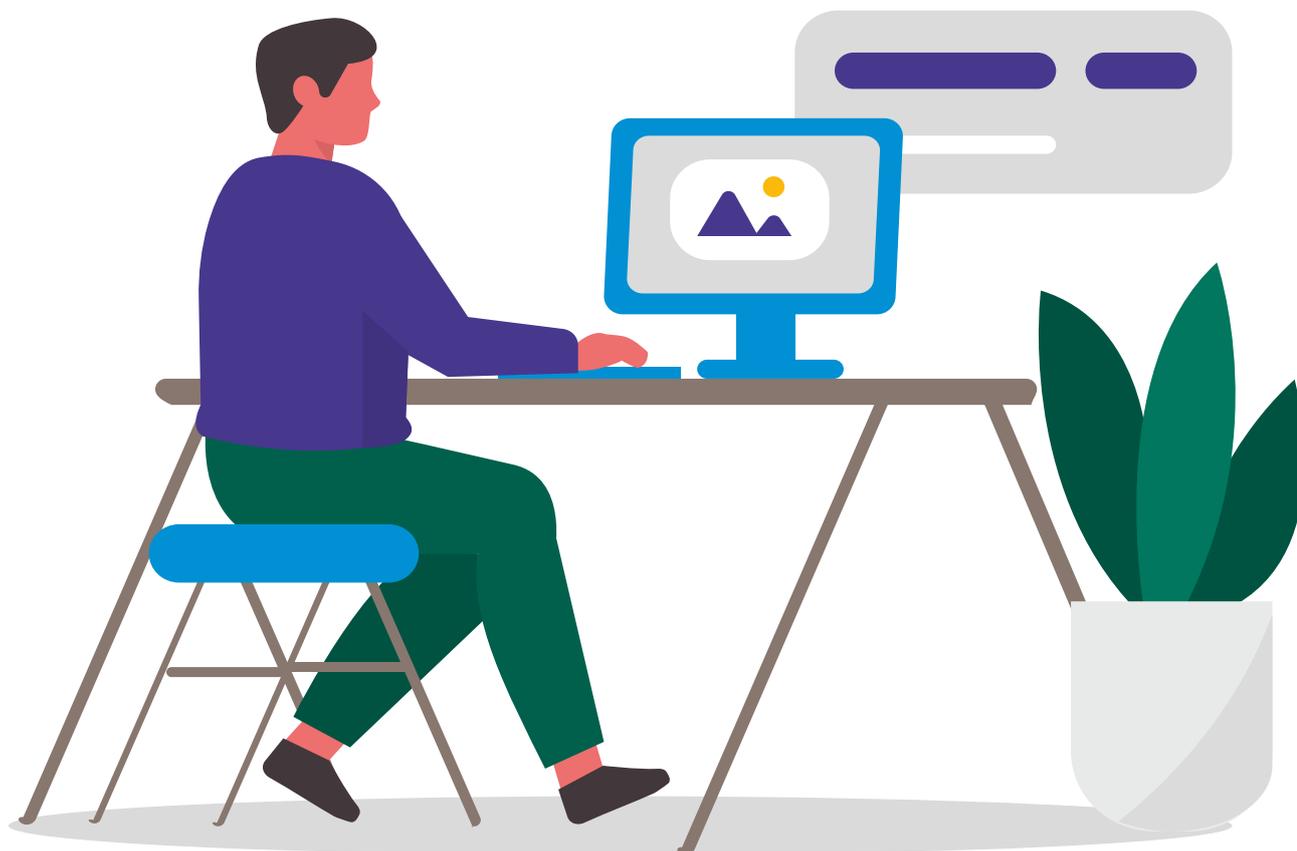
JOB DESCRIPTION

Overall Job Purpose

To provide specialist policy planning expertise and contribute towards the delivery of the work of the Council's Planning Policy Team in preparing, promoting, monitoring and reviewing planning policies to address the well-being needs of the Island's Communities.

General: To comply with the local authority's:

1. Corporate Safeguarding Policy and the safeguarding duties and responsibilities which that policy places on every employee, aligning with the core values of the Authority which includes supporting children, adults who may be at risk and their families to keep them safe and healthy
2. Policies and procedures (e.g. EU Procurement and the Council's Financial Regulations; Data Protection Act; Freedom of Information; Equalities Act 2010; Welsh Language Standards)



Main Duties / Responsibilities

1. Inform and influence the development and monitoring of the local and regional Planning Policy Framework, including the Council's Local Development Plan, Strategic Development Plan and Supplementary Planning Guidance.
2. Provide expertise and support on all aspects of Planning Policy to the Council (including Senior Officers and Elected Members), external agencies, the private sector, the general public and at inquiries/hearings (either directly or through delegation to other officers).
3. Maintain an extensive knowledge of relevant planning legislation and emerging national policy context, and apply this to the Team's programmes of work.
4. Represent the Planning Policy Team at the Planning Policy Committee and other relevant internal governance meetings relating to the Local Development Plan and the associated work of the policy team.
5. Lead and co-ordinate the preparation and monitoring of a Local Development Plan for Anglesey and other relevant policy documents, co-ordinating the statutory steps involved in those processes.
6. Lead on the preparation updating and monitoring of Supplementary Planning Guidance.
7. Lead on the provision of policy advice on planning proposals, planning applications and planning appeals and enforcement.
8. Lead on the effective delivery of the Planning Policy Team's work programme.
9. Contribute to the preparation of a new Regional Strategic Development Plan.
10. Lead on preparation of the Council's response to relevant consultations by the Welsh Government (and other relevant bodies).
11. Establish and maintain effective communication and engagement with stakeholders and partners (including Elected Members, other Services, Local Authorities, statutory consultees, community groups, private groups and members of the public), providing clear and robust advice and guidance on relevant planning issues and procedures.
12. Maintain an awareness and understanding of the Planning Function's wider statutory responsibilities.
13. Consistently demonstrate professional values, standards and behaviours and develop and motivate the Planning Policy Team staff to work to their highest potential and support activities to deliver cultural change and commitment to continuous improvement.
14. Lead on the monitoring of the Gwynedd and Anglesey Local Development Plan (contributing to the preparation of relevant reports).
15. Undertake public consultations on planning policy documents
16. Manage the commissioning of any research, analyse and interpret all data and prepare background papers to inform the Council's Planning Policy priorities and activities.
17. Deputise on behalf of the Planning Policy Manager.
18. The holder of the position may be required to perform any other responsibilities as compatible with the nature of the job and its scale.

Person Specification

KEY: Essential (E) Desirable (D)

EDUCATION AND TRAINING

The minimum educational requirements/professional or vocational qualifications for the post:

1. Degree in the planning field or related discipline - **E**
2. Working towards Full (Chartered) membership of the Royal Town Planning Institute - **D**

Any specific training required for the post including Certification: None

KEY COMPETENCE REQUIREMENTS

Job related knowledge:

1. Thorough and broad knowledge and understanding of Planning legislation, procedures and processes (specifically in relation to the planning policy area). - **E**
2. Experience of contributing to the development of a Local Development Plan. - **E**
3. Awareness and understanding of National planning performance indicators and targets. - **E**
4. Understanding of the relationship between Planning and other Council Service areas. - **E**

SPECIFIC SKILLS

1. Ability to operate and move between strategic and operational level thinking to implement planning policy to deliver positive outcomes for the Island. - **E**
2. Ability to lead, manage and develop people to improve performance. - **E**
3. Ability to drive performance and improvement. - **E**
4. Ability to challenge and influence established beliefs and behaviours. - **E**
5. Excellent verbal and written communication skills in both Welsh and English. - **E**
6. Proficient in research, analysis and monitoring. - **D**
7. Budget profiling and monitoring skills. - **D**
8. Ability to communicate effectively with the public, elected members and other stakeholders. - **E**
9. Ability to work with other organisations including the Welsh Government, other Local Authorities and the private sector. - **E**
10. Exercising considered judgement in the provision of advice/ recommendations. - **E**

Position in the Organisation

Reports to: Planning Policy Manager

Staff Supervised: Up to 3 members of staff within the Planning Policy team in the absence of the Policy Manager

WORKING ARRANGEMENTS AND CONDITIONS

Working Week: Any 5 out of 7 (Monday – Sunday)

Contracted Hours: 37

Identified Work Base: Council Offices, Llangefni. You may, however, be required or permitted to work anywhere within the Council's area on a permanent or temporary basis without additional time or payment for doing so.

The Isle of Anglesey County Council are currently piloting a post-Covid Hybrid Model of working for most office based roles, which means you have the opportunity to combine working within an office environment alongside working from home.

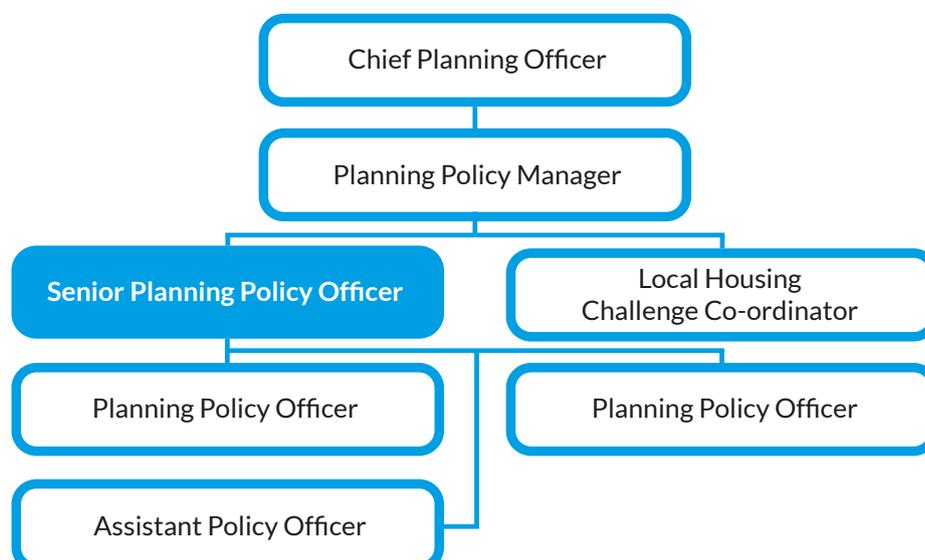
Job requirements that, if not met, may limit effective job performance:

1. A flexible approach to working hours.
2. Full driving licence and access to a vehicle that can be used for work purposes.

FLEXIBILITY

Your attention is drawn to the fact that in some cases particular duties and responsibilities are difficult to define and may vary from time to time without changing the general character of the duties and level of responsibilities entailed. In addition, it is a requirement of all employees that they accept elements of flexibility in duties and responsibilities and when necessary interchange within the organisation which will meet the changing needs and demands of the service. Such a requirement will enable the particular expertise of the post-holder to be developed and maximised to the mutual benefit of both employer and employee.

Date of preparation of this job description document: October 2022



Language Requirements

WELSH LANGUAGE SKILLS

(Please see the skills framework attached)



	Level 0	Level 1	Level 2	Level 3	Level 4	Level 5
Listening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ENGLISH LANGUAGE SKILLS

(Please see the skills framework attached)

	Level 0	Level 1	Level 2	Level 3	Level 4	Level 5
Listening	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
Reading	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
Speaking	<input type="checkbox"/>	<input checked="" type="checkbox"/>				
Writing	<input type="checkbox"/>	<input checked="" type="checkbox"/>				

Language Skills Framework – Workplace Assessment Levels

(I) LISTENING

- 0 No skills
 - 1 Able to understand basic enquiries in Welsh/English
 - 2 Able to understand a basic social conversation in Welsh/English
 - 3 Able to follow routine conversations involving work between fluent Welsh/English speakers
 - 4 Able to follow the majority of conversations involving work including group discussions
 - 5 Able to understand all conversations involving work
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(II) READING

- 0 No skills
 - 1 Able to read basic words and phrases, e.g. signs or short and simple notes
 - 2 Able to read basic material involving work (slowly)
 - 3 Able to read routine material with a dictionary
 - 4 Able to read the majority of material in own area
 - 5 Able to understand all material involving work
-

(III) SPEAKING

- 0 No skills
 - 1 Able to conduct a general conversation [greetings, names, saying, placenames]
 - 2 Able to answer simple enquiries involving work
 - 3 Able to converse with someone else, with some hesitancy, regarding routine work issues
 - 4 Able to speak the language in the majority of situations using some Welsh/English words
 - 5 Fluent: able to conduct a conversation and answer questions, for an extended period of time where necessary
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(IV) WRITING

- 0 No skills
- 1 Able to write basic messages
- 2 Able to answer simple correspondence with assistance
- 3 Able to draft routine text, with editing assistance
- 4 Able to prepare the majority of written material related to the area, with some assistance in terms of revision
- 5 Skilled – able to complete written work without the need for revision