

Job Description

Job Title	Planner (Planning Strategy)
Level	Level 10
Service	Planning & Buildings Standards

Job Purpose

To assist in ensuring that the development plan, policy planning and environmental implementation functions of the Planning Service are developed and delivered in the best interests of the Council and the local community.

Date: 14/09/23



Post Responsibilities:

- Maintain a best value culture
- Contribute to a positive and inclusive working environment within which regular performance review takes place and undertake further training as appropriate
- Ensure the safe working practices in which the health, safety and welfare of colleagues are not jeopardised
- Participate in the implementation of effective operational plans to meet the objectives of the service
- Assist in meeting appropriate operational and other statutory targets
- Prepare, monitor and review Local Development Plans, Supplementary Guidance and other planning policy documents, as required, and undertake all related activities, including representing the Council as appropriate
- Take account of the requirements of new legislation, as well as Government policy and advice, in the preparation, monitoring and review of Local Development Plans, Supplementary Guidance and planning policy
- Where delegated powers permit, respond to consultations from the Scottish Government and other bodies on matters relating to the development plan and planning policy
- Provide development plan/planning policy advice and opinions to all stakeholders
- Undertake survey work, data collection and analysis, and present the results
- Manage databases, including housing, business, industry, retailing and other relevant topics to meet the requirements of the Council in terms of the preparation monitoring and review of its development plans and planning policies
- Contribute towards effective communication with other Council staff, its customers and other agencies which interact with the Council on development plan and planning policy matters, and liaise on consultations associated with policy/plan development
- Assist in the preparation and implementation of effective schemes of consultation/participation with the public, key agencies and relevant groups on development plan and planning policy matters
- Assist in discharging the other duties and responsibilities of the Development Planning and Customers Team, including tree protection and enforcement, natural heritage protection/management, built heritage protection/management, customer service and matters covered by the Environmental Assessment Acts
- Prepare written statements and act as planning expert witness for the purposes of planning appeals and other enquiries
- Contribute towards strategic corporate initiatives and liaise with relevant services on joint areas of work
- Assist in the provision of a research and information service, particularly those aspects that interface with the Council's customers



- Assist with implementing improvements to customer interfaces with the Development Planning and Customers Team's functions
- Achieve personal performance plans and targets as determined by the Council

Possession of:

- Degree/diploma in Town and Country Planning, conferring eligibility for, membership of the Royal Town Planning Institute (RTPI), or another relevant planning-related degree or professional qualification, together with a willingness to work towards achieving full RTPI membership.
- Current driving licence desirable

Substantiated ability to:

- Work collaboratively within a team and with colleagues from other disciplines
- Manage workload and work on own initiative to achieve targets
- Meet the standards required under the Values and Behaviours of South Ayrshire Council.

Demonstrable experience of:

- Experience of the development plan process and planning policy formulation
- Experience of using ICT applications/packages, such as MS office, IDOX and Uniform
- Demonstrate ability to write clear, concise, well-structured and readily understood reports, and advise on, complex development proposals, in compliance with deadlines
- Preparing and delivering presentations and experience of working with community groups, external bodies and elected members desirable

Proven Technical Understanding of:

- Development economics desirable

In terms of the Protection of Vulnerable Groups (Scotland) Act 2007, this post is designated as Regulated Work. Consequently, in order to undertake the duties of this post, you must hold Membership of the Protecting Vulnerable Groups (PVG) Scheme

If you are charged with any offence, or are involved in any activity which may have implications For your membership of the PVG Scheme, you must immediately notify your Line Manager.

Applicants must be able to recognise and report concerns about the wellbeing of children and vulnerable service users and be able to maintain appropriate professional relationships with service users.

Must be able to travel efficiently and effectively between various locations.



