



April 2017

1. JOB IDENTITY

Post Title:	Community Planning Officer	Service:	Communities
Section:	Area Management	Grade:	Practitioner K
Reports to:	Area Manager		

2. JOB PURPOSE

- Plan, develop, implement and monitor work areas in relation to the wider Community Planning Agenda including responsibility for the Local Community Plan, community capacity building and implementing specific Area and Aberdeenshire wide projects, with a strong emphasis on partnership and collaborative working, facilitation, engagement and consultation, capacity building and involvement.

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation

3. CORE RESPONSIBILITIES / DUTIES

- Lead on the planning, development, implementation, monitoring of the Local Community Plan and on Aberdeenshire wide projects in consultation with the Area Manager and Local Community Planning Partnership ensuring an effective and consistent partnership approach that is multi-functional.
- Research, develop, prepare and monitor other key strategies, policies and initiatives in conjunction with statistical and trend analysis techniques to support and further the Council's strategic and corporate aims and objectives in relation to the community planning function.
- Lead the Area's contribution to the development and monitoring of the Aberdeenshire Community Plan, Local Outcomes Improvement Plan, Council Plans and Strategic Partner's Plans
- Represent the local community planning group, the Area, the Service and/or the Council on various Strategic/Policy related internal and external organisational working groups for example equalities responsibilities
- Work with Area Manager, Elected Members, Partners, the Third Sector, Community Councils, community groups and Communities to continually source and improve channels of communications in an attempt to raise the profile of local community planning, the area and services, ensuring all enquiries are referred appropriately.
- Facilitate wider community involvement to provide input to Aberdeenshire Council and Strategic Partners Plans and Strategies through a range of consultation tools and develop the capacity of communities to deliver local plans and actions.

- Engage, communicate and foster good working relationships with elected members and all relevant public, private, statutory, community and third sector including preparing and giving presentations as required.
- Monitor expenditure in relation to the Community Planning budget and other budgets as specified including preparation of funding applications and bids and making recommendations on budget allocations when required.
- Develop and implement quality assurance and improvement measures in relation to Strategic Planning, Policy & Procedures. This will include, managing appropriate software data, variety of communication channels to the community, collation and analysis of data and statistical information and reporting as required to management teams and area committee as well as face-to-face events.
- Ensure Aberdeenshire Council's statutory and legislative duties are adhered to including identifying impacts of new legislation and delivery of relevant National Policy/Strategies/frameworks within a local level including within Communities.

4. QUALIFICATIONS AND TRAINING

- Essential:**
- Educated to Degree Level in relevant discipline or equivalent transferable experience and skills
 - Current valid driving licence

5. EXPERIENCE

- Essential:**
- Proven track record of relevant working experience
 - Experience of participating in working groups that consider strategic and operational implications of initiatives, developments or changes in legislation
 - Demonstrate successful outcomes through relevant experience in partnership working with statutory and independent sector organisations and internal and external organisations and partner agencies.
 - Relevant experience of information technology and computer systems
 - Project Management and experience of delivering programmes of activity including planning, managing, monitoring and evaluation.
 - Experience in the preparation and presentation of high quality reports, information and events including the ability to prepare funding and development proposals and applications
 - Strategy/ Policy development experience including ability to think creatively.
 - Experience of preparing and giving presentations to a range of audience
- Desirable:**
- Experience in Financial Management

6. KNOWLEDGE AND SKILLS

- Essential:**
- Excellent project management skills with the ability to manage a variety of projects
 - Ability to interact with internal and external customers and partner organisations through direct contact or through networking including the skill to identify the right stakeholder for any issue.
 - Specialist knowledge of Communities and community based regeneration including good practice and opportunities for improvement and innovation.
 - Excellent working knowledge of government departments, organisations, and related current legislation.
 - Excellent organisational skills
 - Ability to innovate resulting in productive outcomes
 - Ability to interact with elected members and have an understanding of the local/ political environment.
 - Ability to work independently and unsupervised, to use initiative to identify forward plans, prioritise and monitor work to meet agreed objectives.
 - Ability to work as part of a team or individually
 - Must possess excellent communication skills, both oral and written
 - Ability to set work priorities and meet agreed deadlines
- Desirable:**
- Understanding strategic framework within partner organisations.
 - Knowledge and awareness of local authority's statutory and legislative duties

7. ADDITIONAL REQUIREMENTS

Driving Compliance	Authorised Car User It is a material condition of employment for this post that the employee holds a current full driving licence and has a car available, whenever required, in order to undertake the full range of duties of the post. As such, the post is designated as an authorised car user and will be entitled to receive mileage payments. The employee will also be required to produce their licence, on request, at periodic intervals. Should the employee's driving licence be withdrawn, for whatever reason, it may be necessary to terminate the employee's appointment.
Politically Restricted	Not applicable to this post
Work Smart	This position is designated as a ' Flexible ' post as detailed on the Worksmart website - http://worksmart.aberdeenshire.gov.uk/

AGREED