

ABERDEEN CITY COUNCIL

JOB PROFILE

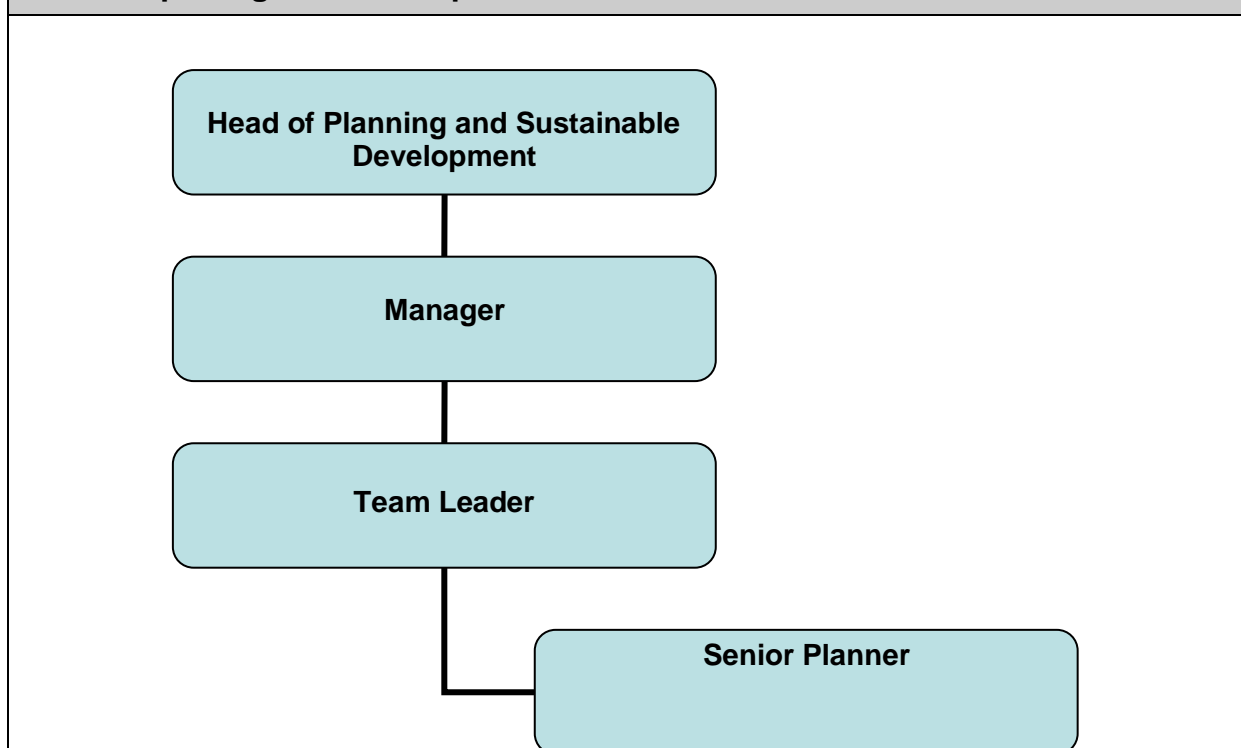
1 Job Details

Job Title:	Senior Planner
Job Profile No:	<i>To be allocated by HR Service Centre</i>
Directorate:	Communities Housing and Infrastructure
Service:	Planning and Sustainable Development
Grade:	G14
Version Date:	03/04/13

2 Job Purpose

Responsible to a Team Leader as part of a team caring for the built and natural environment and creating the conditions for growth for Aberdeen through the development and implementation of an up-to-date and long term land use and transportation planning framework and related matters to comply with statutory requirements.

3 Reporting Relationships



4 Outcomes

The post holder will be expected to:

- Contribute to the preparation, monitoring and implementation of the Development Plan, through strategies, policies and supplementary guidance related to transportation, environment, conservation, outdoor access, landscape, masterplanning and development management.
- Work in partnership with other sections of the Service, other Council Services, external bodies, community organisations and the general public

- Advise and attend Council Committees and organising and supporting Council, local and national working groups/fora (including statutory groups) as appropriate
- Contribute to the development and implementation of related plans, strategies and projects of other Council Services and community planning partners
- Provide day to day supervision and advice to staff
- Deputise for and support a Manager or Team Leader when necessary.

5 Knowledge

The post holder needs to be able to demonstrate an understanding and experience of:

- Development planning, development management, transportation, urban design, environment, conservation, outdoor access, landscape and other planning related policy as appropriate to the specific role
- Relevant legislation and best practice
- Provisions within the Local Government (Scotland) Act 2003
- Health and safety requirements in the service area work portfolio

6 Job specific skills and competencies

The post holder is expected to demonstrate:

- commitment to effective employee communication and engagement
- ability to make the best use of resources
- proven ability to work with others co-operatively (both internally and externally to the organisation)
- ability to ensure that organisational and performance objectives and standards are achieved
- excellent analytical, written and verbal communication skills
- ability to communicate and negotiate effectively, including managing conflict
- ability to work well with colleagues to achieve corporate objectives

7 Organisational Behaviours

The post holder is expected to display the following behaviours:

Communication:

- 1 Makes sure there are appropriate, sufficient and effective communication channels in place for the team, service or organisation for example regular 1-2-1s and team meetings
- 2 Keeps people up to date
- 3 Communicates information clearly and concisely
- 4 Is open and honest in communication
- 5 Provides constructive feedback/ advice/ instruction

Customer Focus:

- 1 Encourages team and others to be customer focused
- 2 Invests effort in making a difference to how services are planned and delivered

- 3 Works collaboratively across service/ team/ organisational boundaries to deliver excellent customer service
- 4 Actively seeks out customer feedback to identify service improvements

Professionalism:

- 1 Is a role model for professionalism
- 2 Is flexible and willing to support change
- 3 Demonstrates honesty and integrity in their decisions and actions
- 4 Is accountable and holds others to account
- 5 Is task and solutions focused

Respect:

- 1 Recognises the time, effort and commitment of others
- 2 Shows respect for people at all levels
- 3 Supports corporate decisions once these are made
- 4 Is fair and consistent in their approach

Creative/Innovative Thinking:

- 1 Provides a shared vision and direction and aligns employee performance with team, service and organisational objectives
- 2 Is accessible and approachable
- 3 Ensures relevant mechanisms are in place to encourage engagement
- 4 Encourages good working relationships
- 5 Explains how decisions have been reached and involves people in decisions which affect them
- 6 Delegates responsibility appropriately – strikes the right balance between giving guidance and giving responsibility

Future Focussed:

- 1 Demonstrates knowledge of the organisation's vision, mission and aims and works to achieve these
- 2 Manages budgets and/ or resources effectively and looks for opportunities to maximise budgets/ resources
- 3 Seeks to deliver results for the organisation
- 4 Negotiates effectively
- 5 Sees the bigger picture, both internally and externally, and takes this into account when making decisions

Team Leadership:

- 1 Demonstrates a positive approach to work
- 2 Manages change effectively
- 3 Creates a work environment which promotes health, safety and wellbeing
- 4 Is supportive and encouraging
- 5 Represents team interests to higher management
- 6 Creates a culture of learning, e.g. coaches and mentors others
- 7 Regularly monitors and reviews performance - recognises and acknowledges good performance; deals with under performance and other problems at the earliest opportunity

Engagement:

1. Provides a shared vision and direction and aligns employee performance with team, service and organisational objectives
2. Is accessible and approachable
3. Ensures relevant mechanisms are in place to encourage engagement
4. Encourages good working relationships
5. Explains how decisions have been reached and involves people in decisions which affect them
6. Delegates responsibility appropriately – strikes the right balance between giving guidance and giving responsibility

8 Requirements of the Job

The post holder needs to hold as a minimum:

- Degree (or equivalent) in Planning or a related discipline (eg. Geography, Environmental Studies, Architecture, Urban Design etc)
- Full membership of the Royal Town Planning Institute or other appropriate professional organisation related to the demands of the post

9 Development

The post holder must have undertaken or be committed to undertaking the following within a specified period:

- Data Protection Online Training Course
- Child Protection Online Training Course
- ICT 'For Your Eyes Only' Online Training Course
- A programme of Continuous Professional Development as required