

SUBJECT: STAFFING RESTRUCTURE: PLANNING POLICY TEAM

MEETING: INDIVIDUAL CABINET MEMBER DECISION

DATE: 29th MARCH 2017

DIVISION/WARDS AFFECTED: All

NON-PUBLICATION: n/a

1. PURPOSE:

- 1.1 To request approval to create an additional part-time management post in the Planning Policy team to support the LDP review, on-going work on planning contributions and to enable succession planning.
- 1.2 To update the Planning Policy Manager post job description to apply to both the existing and new post-holders.

2. RECOMMENDATIONS:

- 2.1 That Cabinet Member:
Approves the creation of this additional part-time post and associated recruitment, including back-filling via internal and/or external recruitment, and approves the amended Job Description.

3. KEY ISSUES:

- 3.1 In October 2016, Cabinet agreed that an early review of the LDP should commence due to the Council no longer having a five-year housing land supply, and the inherent development pressures this situation will create. The initial review will recommend the extent to which the LDP needs to be revised: whether the conclusion is a short form revision or a new replacement LDP, there will be a significant amount of work required and a need for strong project management and leadership.
- 3.2 The Planning Policy Manager post was, until recently, occupied on a job share basis. However, the substantive post holder has resigned, and the remaining post holder has notified the Head of Service of his desire to seek retirement in the next couple of years, which will be before a revised LDP is adopted.
- 3.3 There is consequently a clear and pressing need for succession planning, to enable a new manager to grow and learn from the existing expertise, as well as increasing management capacity to deliver this important project.
- 3.4 Meanwhile, additional work is needed on the Community Infrastructure Levy (CIL) in the light of imminent changes referenced in the recent UK Government Housing White Paper. The exact details of these changes will not be known until Autumn 2017, and it is considered that submitting the Council's CIL for examination in advance of those final announcements would likely result in abortive work. The additional work on CIL in the Autumn will coincide with LDP revision creating an additional resource pressure. In the meantime, work can be progressed on both LDP review and work relating to community governance and identifying infrastructure priorities.
- 3.5 The additional post would be part funded by deleting a vacant 0.6FTE Admin Officer post.

3.6 The current and proposed staffing levels are listed below:

	Current FTE	Proposed FTE
Planning Policy Manager	1.0 (0.5FTE vacant)	1.5
Principal Planning Officer	1.0	1.0
Senior Planning Officer	1.0	1.0
Research Officer	1.0	1.0
Admin Officer	0.6 (vacant)	0.0
Total	4.6	4.5

3.7 It is therefore proposed to:

- Delete the vacant Admin Officer post;
- Create an additional 0.5FTE management post to support LDP review/revision but also to complete work on CIL/Planning Contributions and infrastructure planning;
- Amend the current Planning Policy Manager's job description;
- Recruit to the remaining 1.0FTE management post against the revised job description;
- To backfill any vacated posts by advertising internally and/or externally as required.

3.8 No colleagues are detrimentally impacted by the proposed restructure. Informal staff consultation has already taken place.

4. REASONS

4.1 The reasons for the proposed restructure are summarised below:

- To provide essential additional capacity to deliver the LDP review/revision and CIL/planning contributions work;
- Succession planning given a management team member's desire to retire within the next few years, prior to LDP adoption;
- Staff retention and the potential opportunity to develop management and leadership qualities in existing members of staff;
- Notwithstanding the clear need for succession planning and increased capacity, advertising the currently vacant 0.5FTE management post significantly limits recruitment opportunities.

5. RESOURCE IMPLICATIONS:

- 5.1 The proposed restructure would result in additional staffing costs of up to £11,900. This figure represents the maximum cost with all team members at top of grade. This proposal was discussed with PeopleToo using their recent 2017/18 budget challenge work, and it was accepted that the Planning Policy service could finance this necessary restructure in addition to offering up 5% savings (£17,200).
- 5.2 The restructure would be funded wholly from the D080 Professional Fees budget line, which would be reduced by £30,083 to £201,700. This reduction comprises the £11,900 needed for the restructure, the £8183 already agreed as part of the 17/18 5% budget saving, and an already agreed £10k virement to help fund the DM restructure proposal.
- 5.3 As stated above, the proposed restructure was first drafted in September 2016 and was considered as part of, and factored into, the 2017/18 budget saving proposals put forward and agreed by Cabinet, with additional overview scrutiny by PeopleToo, who make reference to the proposal in their commentary. The ability to cover the costs within budget, factors in the 2017/18 budget savings already offered.
- 5.4 Consideration has been given to the implications of the recent White Paper on Local Government reorganisation, which includes a suggestion that Planning Policy could be delivered at a regional

(undefined) level. However, these suggestions are at a very early stage. There are no draft or firm proposals yet, nor any political agreement. Even if the Council were to agree to such an approach, the actual organisational change will take time. In any case, we need to ensure we are in the best possible place, delivering the best service possible and with the right people in the right roles now. Moreover, resource needs might change should the Cardiff Capital Region decide to develop a statutory Strategic Development Plan.

6. CONSULTEES

Senior Leadership Team

PeopleToo as high level consideration as part of the 2017/18 budget proposals

Development Services colleagues via 1:1s, Management Team meetings and whole Team meetings.

Finance Officer (Davina Hicks)

People Services

7. BACKGROUND PAPERS

Appendix One – Future Generations Evaluation (summarised below)

Appendix Two – Current and Revised Staffing structures

Appendix Three – Job Descriptions

8. FUTURE GENERATIONS IMPLICATIONS

The completed Future Generations Evaluation can be found in Appendix One below. In summary, the proposed restructure is intended to provide a resilient service with additional management capacity to provide succession planning and deliver critical projects (namely the LDP and planning contributions work). The impact should be positive with no negative impacts identified.

9. AUTHOR: Mark Hand – Head of Planning, Housing & Place-shaping

10. CONTACT DETAILS:

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Future Generations Evaluation (includes Equalities and Sustainability Impact)

<p>APPENDIX ONE</p> <p>Name of the Officer Mark Hand Phone no: 07773 478579 E-mail: markhand@monmouthshire.gov.uk</p>	<p>STAFFING RESTRUCTURE: PLANNING POLICY TEAM</p>
<p>Name of Service: Planning (Enterprise and Innovation Directorate)</p>	<p>Date: Future Generations Evaluation 02 March 2017</p>


NB. Key strategies and documents that may help you identify your contribution to the wellbeing goals and sustainable development principles include: Single Integrated Plan, Continuance Agreement, Improvement Plan, Local Development Plan, People Strategy, Asset Management Plan, Green Infrastructure SPG, Welsh Language Standards, etc.





1. Does your proposal deliver any of the well-being goals below?

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p>A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>The proposed restructure seeks to ensure resources are best utilised and that a resilient service is provided for the benefit of colleagues, the wider Council and our communities. The proposal, by definition, provides job opportunities.</p>	<ul style="list-style-type: none"> • Internal recruitment where possible to maximise opportunities for career progression and staff retention.
<p>A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	<p>Ensuring the planning service is properly resourced is essential to an effective service, part of which includes ensuring our green spaces and cultural heritage is supported. Project management for the LDP and securing planning contributions both contribute towards this goal.</p>	<p>Community engagement to identify infrastructure priorities</p>

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood	Positive impact by ensuring quality services are provided. Promotion opportunities and appropriate levels of management support will have positive impact on the well-being of colleagues.	
A Wales of cohesive communities Communities are attractive, viable, safe and well connected	Positive impact by ensuring quality services are provided. Project management for the LDP and securing planning contributions both contribute towards this goal.	
A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	Positive impact by ensuring quality services are provided. Project management for the LDP and securing planning contributions both contribute towards this goal.	
A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	Positive impact by ensuring quality services are provided. Project management for the LDP and securing planning contributions both contribute towards this goal.	
A more equal Wales People can fulfil their potential no matter what their background or circumstances	Positive impact by ensuring quality services are provided and by giving promotion opportunities to colleagues. Increased capacity to deliver the LDP and planning contributions.	

2. How has your proposal embedded and prioritised the sustainable governance principles in its development?

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 Balancing short term need with long term and planning for the future	The proposal seeks to balance budget pressures with short term succession planning and longer term staff development and service resilience and the delivery of essential statutory documents.	

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Working together with other partners to deliver objectives</p> <p>Collaboration</p>	<p>Increased management capacity will support project delivery of the LDP and planning contributions work, with considerable community engagement and involvement in both projects.</p>	
 <p>Involving those with an interest and seeking their views</p> <p>Involvement</p>	<p>As above</p>	
 <p>Putting resources into preventing problems occurring or getting worse</p> <p>Prevention</p>	<p>The rationale for the proposal is to improve management capacity and therefore project delivery, and to provide succession planning for a known future risk.</p>	
 <p>Considering impact on all wellbeing goals together and on other bodies</p> <p>Integration</p>	<p>The service contributes to the wellbeing goals and therefore an improvement to service delivery should have a positive impact on delivering the well-being goals. The revised LDP will be accompanied by a Sustainability Appraisal.</p>	

3. Are your proposals going to affect any people or groups of people with protected characteristics? Please explain the impact, the evidence you have used and any action you are taking below. For more detailed information on the protected characteristics, the Equality Act 2010 and the Welsh Language Standards that apply to Monmouthshire Council please follow this link: <http://hub/corporatedocs/Equalities/Forms/AllItems.aspx> or contact Alan Burkitt on 01633 644010 or alanburkitt@monmouthshire.gov.uk

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	Consider the impact on our community in relation to this e.g. how do we engage with older and younger people about our services, access issues etc. Also consider what issues there are for employment and training.	n/a	n/a
Disability	What issues are there are around each of the disability needs groups e.g. access to buildings/services, how we provide services and the way we do this, producing information in alternative formats, employment issues.	n/a	n/a
Gender reassignment	Consider the provision of inclusive services for Transgender people and groups. Also consider what issues there are for employment and training.	n/a	n/a
Marriage or civil partnership	Same-sex couples who register as civil partners have the same rights as married couples in employment and must be provided with the same benefits available to married couples, such as survivor pensions, flexible working, maternity/paternity pay and healthcare insurance	n/a	n/a
Pregnancy or maternity	<i>In employment a woman is protected from discrimination during the period of her pregnancy and during any period of compulsory or additional maternity leave. In the provision of services, goods and facilities, recreational or training facilities, a woman is protected from discrimination during the period of her pregnancy and the period of 26 weeks beginning with the day on which she gives birth</i>	n/a	n/a

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Race	<i>Think about what the proposal will do to promote race equality with the aim of: eliminating unlawful discrimination, promoting equality of opportunity and promoting good relations between persons of different racial groups. Also think about the potential to affect racial groups differently. Issues to look at include providing translation/interpreting services, cultural issues and customs, access to services, issues relating to Asylum Seeker, Refugee, Gypsy & Traveller, migrant communities and recording of racist incidents etc.</i>	n/a	n/a
Religion or Belief	<i>What the likely impact is e.g. dietary issues, religious holidays or days associated with religious observance, cultural issues and customs. Also consider what issues there are for employment and training.</i>	n/a	n/a
Sex	<i>Consider what issues there are for men and women e.g. equal pay, responsibilities for dependents, issues for carers, access to training, employment issues. Will this impact disproportionately on one group more than another</i>	n/a	n/a
Sexual Orientation	<i>Consider the provision of inclusive services for e.g. older and younger people from the Lesbian, Gay and Bi-sexual communities. Also consider what issues there are for employment and training.</i>	n/a	n/a
Welsh Language	<i>Under the Welsh Language measure of 2011, we need to be considering Welsh Language in signage, documentation, posters, language skills etc. and also the requirement to promote the language.</i>	n/a	n/a

4. Council has agreed the need to consider the impact its decisions has on important responsibilities of Corporate Parenting and safeguarding. Are your proposals going to affect either of these responsibilities? For more information please see the guidance <http://hub/corporatedocs/Democratic%20Services/Safeguarding%20Guidance.docx> and for more on Monmouthshire's Corporate Parenting Strategy see <http://hub/corporatedocs/SitePages/Corporate%20Parenting%20Strategy.aspx>

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding	<i>Safeguarding is about ensuring that everything is in place to promote the well-being of children and vulnerable adults, preventing them from being harmed and protecting those who are at risk of abuse and neglect.</i>	n/a	n/a
Corporate Parenting	<i>This relates to those children who are 'looked after' by the local authority either through a voluntary arrangement with their parents or through a court order. The council has a corporate duty to consider looked after children especially and promote their welfare (in a way, as though those children were their own).</i>	n/a	n/a

5. What evidence and data has informed the development of your proposal?

This report is founded upon the following:

- The Medium Term Financial Plan and 2017/18 budget proposals;
- HoS observations since appointment;
- 1:1s with team members and feedback via Team meetings.

6. SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?

The proposed restructure is intended to provide a resilient and improving service with additional management capacity to deliver key projects and to provide succession planning and staff retention. The impact should be positive with no negative impacts identified.

7. ACTIONS: As a result of completing this form are there any further actions you will be undertaking? Please detail them below, if applicable.

What are you going to do	When are you going to do it?	Who is responsible	Progress
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n/a			
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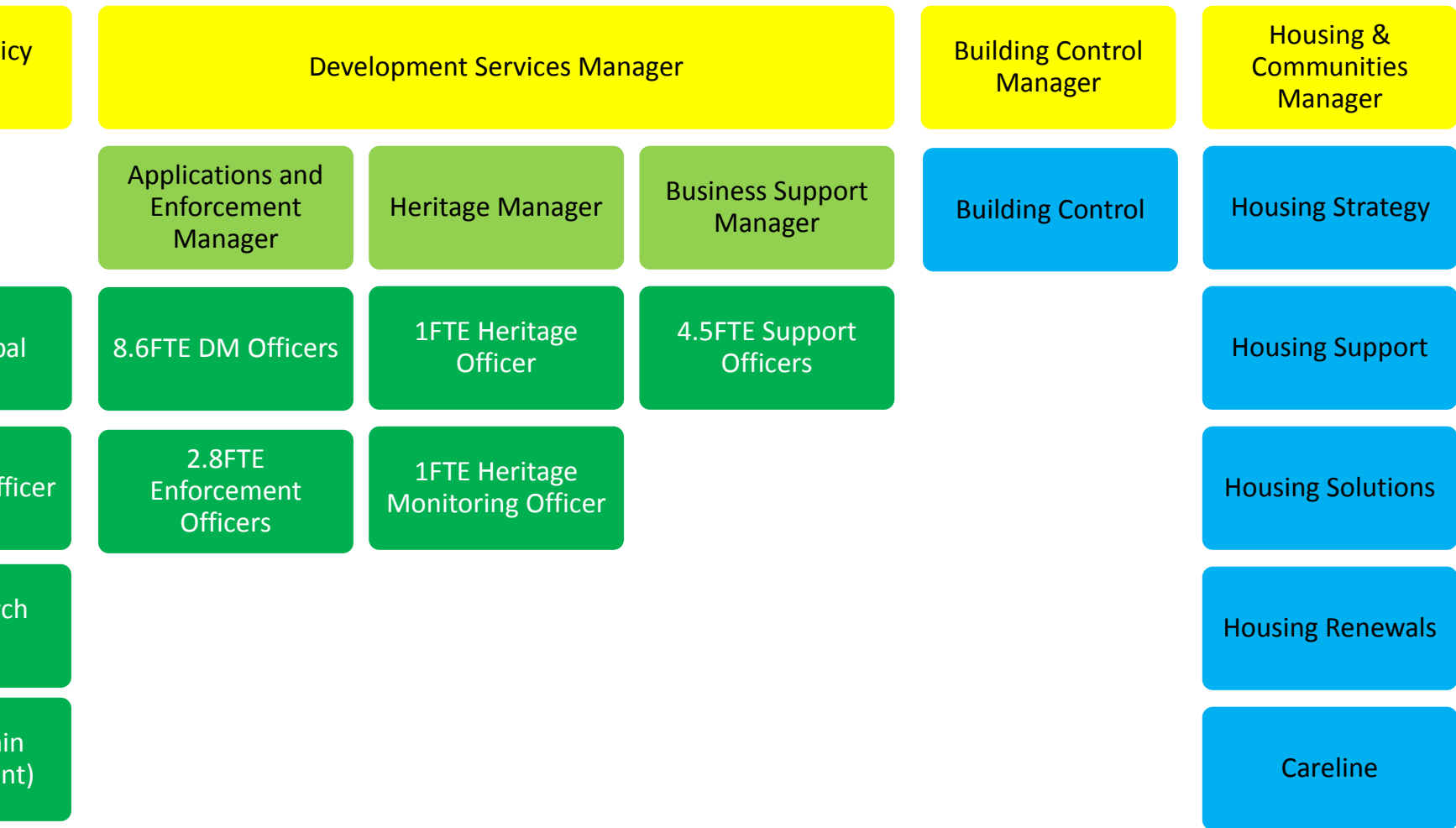
8. MONITORING: The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.

The impacts of this proposal will be evaluated on:	October 2017 via Annual Monitoring Report and progress with the identified projects in the Job Description.
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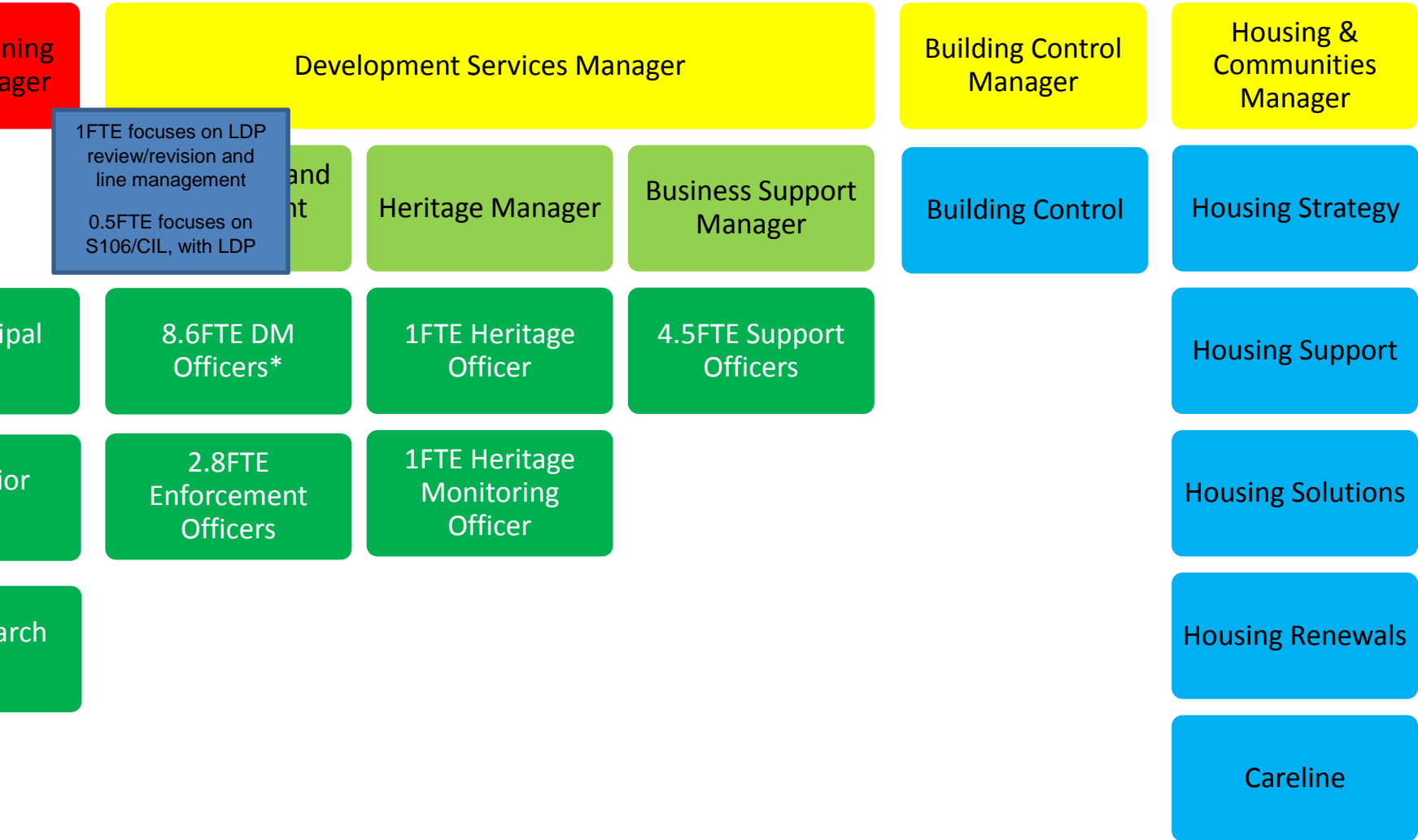
9. VERSION CONTROL: The Future Generations Evaluation should be used at the earliest stages of decision making, and then honed and refined throughout the decision making process. It is important to keep a record of this process so that we can demonstrate how we have considered and built in sustainable development wherever possible.

Version No.	Decision making stage	Date considered	Brief description of any amendments made following consideration
1.	<i>Submission of the staff restructuring plan</i>	<i>March 2017</i>	<i>This will demonstrate how we have considered and built in sustainable development throughout the evolution of a proposal.</i>

Head of Planning, Housing & Place-Shaping



Head of Planning, Housing & Place-Shaping





Appendix Three

ROLE PROFILE

ROLE TITLE: Planning Policy Manager

PERMANENT

POST ID: RDP 01

GRADE: BAND L SCP 49 – SCP 53

HOURS: 37 Per Week

LOCATION: County Hall, Usk (This may change in the future if the service needs to relocate. Relocation or disturbance expenses will not be paid if this happens).

WELSH LANGUAGE ASSESSMENT: Welsh language skills are desirable

RESPONSIBLE TO: Head of Planning, Housing and Place-shaping

RESPONSIBLE FOR: 4 FTE staff

Planning Policy.....Who are we?

Our Purpose:-

The Planning Policy section writes the statutory planning policy framework to allow appropriate economic development, tourism and growth, providing the homes, jobs, amenities and infrastructure needed to support sustainable and resilient communities and to support delivery of the Council's priorities.

The policy framework is evidence based and is created following community and stakeholder engagement. The section works closely with a number of organisations and stakeholders, and the ability to balance competing demands is essential.

The Purpose of this Role:-

1. To have overall responsibility for the management of the Planning Policy service including leadership and management for the Planning Policy team to ensure that a high quality of development is achieved in accordance with the Council's policies and the service's purpose, and that the service meets the needs of its users;
2. To provide the Authority with professional expertise in planning policy matters;
3. To represent the Council on Planning Policy matters;
4. To successfully project manage delivery of the Local Development Plan, represent the Council at examination, and undertake the on-going review and revision of the Plan;
5. To successfully project manage delivery of the Community Infrastructure Levy and/or planning contributions including working with communities and stakeholders to identify infrastructure priorities and community governance in relation to local infrastructure improvements;
6. To review and challenge service delivery and drive service improvements;
7. To deputise for the Head of Service as required.

Expectation and Outcomes of this Role:-

You will be expected to provide effective management and leadership, to secure positive outcomes, effective project management and effective service delivery.

Your responsibilities are to:-

Function	Main Duties
1. To ensure the effective delivery of the Local Development Plan, providing management and leadership to secure a sound Plan and excellent customer service.	<ol style="list-style-type: none"> 1. To project plan and manage delivery of the LDP, its subsequent review and revisions in accordance with agreed timescales and statutory requirements, national policy and procedural guidance, technical evidence and regional agreements; 2. To give professional advice, prepare reports or expert evidence and appear at Committees, Plan examination, hearings or inquiries representing the Council; 3. To have an excellent knowledge of planning policies and how these affect the planning service, providing advice to Development Management and other service areas; 4. To project plan and manage delivery of the Community Infrastructure Levy or alternative means of securing

	<p>planning contributions, preparation and community engagement to delivery an Infrastructure Plan, and input into community and County-wide identification of infrastructure priorities;</p> <ol style="list-style-type: none"> 5. To ensure the Annual Monitoring Report and Joint Housing Land Availability Study are properly completed and submitted; 6. To work with Elected Members to identify and effectively communicate Monmouthshire's priorities in a regional context; 7. To represent the Council at a regional level and with the Welsh Government; 8. To agree and deliver a programme of adopted Supplementary Planning Guidance and Development Briefs.
<ol style="list-style-type: none"> 2. To manage staff effectively 	<ol style="list-style-type: none"> 1. Ensure the right staff are in the right roles to meet the needs of the planning service; 2. To review and manage staff performance and identify staff training needs on a regular basis; 3. To be responsible for the recruitment and selection of team members as required and ensure staff are effectively inducted into the organisation and reflect the Council's values; 4. To discuss with staff their work capacity and priorities on a regular basis, coach staff to resolve problems and actively manage performance and project delivery, and to develop and implement system changes to improve capacity and efficiency; 5. To monitor and maintain human resource elements e.g. sickness absence, leave and flexi; 6. To make staff aware of expectations and responsibilities in relation to key MCC policies such as health and safety and equal opportunities; 7. To have a good knowledge of the key personnel policies and how these affect the staff team.
<ol style="list-style-type: none"> 3. Responsibility for service management 	<ol style="list-style-type: none"> 1. To ensure resources are in place to meet the requirements of service users and Plan delivery; 2. To ensure the LDP Annual Monitoring Report is completed and submitted to the Welsh Government accurately and on a timely basis;

	<ol style="list-style-type: none"> 3. To be responsible for service planning on a quarterly and annual basis including completing a Service Plan; 4. To be responsible for managing the team's budget and any related grants; 5. To apply for, and provide subsequent reports for grant funding.
<ol style="list-style-type: none"> 4. To ensure that the service meets the needs of its users 	<ol style="list-style-type: none"> 1. To ensure that the section has the resources and capacity to answer telephone calls, meet callers at the Section's reception and respond to correspondence effectively to meet the requirements of service users. 2. Identify and implement changes to improve the service for users; 3. Ensure customer information is user-friendly and up to date; 4. To improve the profile of the service within and beyond Monmouthshire; 5. To respond to serious complaints in line with the MCC customer complaints procedure; 6. To ensure effective community engagement in relation to the LDP, SPG and planning contribution spend / infrastructure priorities.
<ol style="list-style-type: none"> 5. Ensure effective team working 	<ol style="list-style-type: none"> 1. Ensure the Planning Policy team operates effectively and consistently; 2. To ensure there is close liaison between Planning Policy and the Development Management, Countryside and Green Infrastructure, Housing, Regeneration and Whole Place teams, in particular, and with other service managers within the Council to ensure effective service provision; 3. Implement and monitor effective ways for the staff to work together effectively; 4. To ensure effective cross working and partnership working with other Directorates on planning and related matters; 5. To work with other Authorities and partnerships, including the South East Wales Strategic Planning Group (SEWSPG) and Pathfinders to develop a

	<p>consistent approach to planning policy in the region and to contribute to best practice;</p> <p>6. To deputise for the Head of Service as required;</p> <p>7. To work in a flexible manner to meet the needs of the Authority including support for the Council's Development Services team where necessary.</p>
<p>6. To actively support and implement the principles and practice of equality of opportunity as laid down in the Council's Equal Opportunities Policy.</p>	<p>1. To attend the Equality Awareness/ Service Delivery Training course and ensure all staff have undertaken the appropriate training.</p> <p>2. To actively implement and support the principles and practice of equality of opportunity, including the provisions of the Equality Act 2010 and the Well Being of Future Generations (Wales) Act 2015, in both service delivery and employment issues;</p> <p>3. To ensure staff adhere to the principles and practice of equality of opportunity.</p>
<p>7. To ensure the Section operates in a safe and diligent manner at all times, in line with all health, safety & welfare policies and guidelines in place.</p>	<p>1. To conduct Health and Safety Risk Assessments and Inspections and act upon findings.</p> <p>2. Promote safe working practices</p>

Here's what we can provide you with:-

- Full support of the Planning, Housing and Place-shaping network as a valued colleague;
- Supportive and flexible line management from the Head of Service;
- A pleasant working environment with an ability and freedom to work on an agile basis; and
- Opportunities and the support to grow your skills and to shape and improve service delivery, to trial new things and to make a real difference.

What else you need to know.....Monmouthshire Values are:

Openness: We aspire to be open and honest to develop trusting relationships.

Fairness: We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.

Flexibility: We aspire to be flexible in our thinking and action to become an effective and efficient organisation.



Teamwork: We aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

And this role, will work with Monmouthshire to achieve these.

In addition:

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

The authority operates a Smoke Free Workplace Policy which all employees are required to abide to.

Person Specification

How will we know if you are the right person for the role? As the successful candidate you will have demonstrated:-

- That you hold a recognised degree level qualification in Planning and evidence of continuing professional development;
- That you are a member of the RTPI;
- That you hold or are working towards, or are willing to work towards a leadership or management qualification;
- That you have at least 5 years' experience post qualification in planning policy formulation. Experience of project management, budget management and of giving evidence at Development Plan examination is desirable;
- Leadership skills to review, challenge and drive service improvement;
- That you have an aptitude and ability to effectively manage a team of staff, managing performance and assisting caseload organisation and setting priorities. Line management experience is desirable;
- Effective project management skills;
- Proven ability to formulate policies and undertake evidence-based decision making;
- A customer focus and customer service experience in a service delivery role;
- A positive and solutions-based approach;
- Political astuteness and sensitivity;
- An extensive knowledge and awareness of planning and environmental issues;
- An understanding of the bigger picture within which the planning service sits: corporately, politically, regionally and alongside other services and priorities;
- Proven team working skills and ability to facilitate a team working environment and work with others in partnership;
- Effective presentation and communication skills, including experience of presenting complex information to Members, dealing with cross examination/scrutiny, having effective and efficient communication skills (written and verbal), and demonstrate experience of dealing courteously with the public and Elected Members (including irate and anxious callers) both face to face and by telephone;
- Effective negotiation skills;
- The ability to present complex or controversial matters in clear and concise reports, letters and other sources of customer information;
- An understanding of development viability, population projections and similar data;
- The ability to manage a personal varied caseload, with examples or working to tight deadlines meeting required performance standards and balancing competing demands;
- Practical experience of IT applications such as GIS and word processing;
- That you hold a valid driving licence and access to a vehicle
- A clear understanding of equal opportunities principles and practice and a commitment to their effective implementation;
- Experience and a willingness to implement safe working practices for the team to operate in a safe and diligent manner at all times, in line with all Health, Safety & Welfare Policies and Guidelines in place.



monmouthshire
sir fynwy

Should you require any further information regarding this post, please contact: Mark Hand, Head of Planning, Housing and Place-shaping Tel: 01633 644803