



Graduate Local Plans Technician

Six Months Fixed Term Contract (37hrs PW)
(Scale 3 £17,419 pa)

The Forest of Dean Council is looking for an enthusiastic researcher to undertake data analysis and evidence gathering to support planning policy evaluation and development. The post may suit a recent graduate who has undertaken analysis in an undergraduate or postgraduate setting. It is likely to particularly suit those with geography, planning or place making experience.

You should have a qualification in a relevant discipline (geography, planning, environment etc), combined with experience of data investigation, cataloguing and analysis. You will need to be able to think around problems and be flexible in your approach to gathering evidence.

You will also need good communication skills, a driving licence, and be an experienced MS office user with experience of working with GIS.

The post is on a full time basis based at our Coleford Offices and is for a fixed 6 month period only. During the period of employment the post will be transferred to new employer 'Publica' by a Transfer of Undertakings Protection of Employment (TUPE) process.

To informally discuss the post please contact Alastair.chapman@fdean.gov.uk .

For an application pack including a full job description and person specification along with more information about the role itself please go to www.fdean.gov.uk or email vacancies@fdean.gov.uk .

Closing date for applications 5pm Monday 17th July 2017



FOREST OF DEAN DISTRICT COUNCIL

JOB DESCRIPTION

Post No:

Job Title: Graduate Local Plans Technician

Service Unit: Sustainability Team

Reports to: Sustainability Team Leader

1.0 JOB PURPOSE

- (a) Assist in collating evidence and undertaking analysis for the development of planning policies.
- (b) Undertake research to support the consideration of the potential impacts of development.

2.0 JOB IMPACT

The collection of accurate data will be the basis for the Council to consider the potential impact of planning policies.

Outside of the Council the post will co-ordinate consultation with stakeholders such as Parish Councils and ward members'.

3.0 MAIN TASKS AND ACTIVITIES

- (a) Compile reports on social, environmental and economic factors facing the district.
- (b) Undertake analysis of the impact of potential development projects on environmental, social and economic factors
- (c) Co-ordinate consultations with stake-holders.
- (d) Carry out site assessments, alone.
- (e) Accurately collect, store and catalogue assessment data.
- (f) Liaise with other departments such as planning, property and legal services over the findings of reports.
- (g) Support the work of other members of the sustainability team.
- (h) Seek to reduce the carbon emissions of the council through the post holder's individual actions.
- (i) Carry out any other duties as required commensurate with the level of this post.

FOREST OF DEAN DISTRICT COUNCIL - PERSON SPECIFICATION
 Graduate Local Plans Technician

	Method of Assessment				
	Essential	Desirable	Application Form	Interview	Test
Knowledge and Education: <ul style="list-style-type: none"> Degree or equivalent in Planning/ Landscape / Geography (Human) Sound knowledge and understanding of social, economic and environmental factors affecting society Substantial evidence of having undertaken research and criteria based assessments Good understanding of knowledge of excel software Aptitude for GIS data analysis and development 	<ul style="list-style-type: none"> ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓
Experience: <ul style="list-style-type: none"> Proven organisational skills Proven experience of data collection and cataloguing Experience of carrying out independent research and site assessments In a similar role assessing development proposals 	<ul style="list-style-type: none"> ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓
Skills: <ul style="list-style-type: none"> Excellent organisational skills Good written and verbal communication skills Ability to deal with the public and professionals, answering any enquiries relevant to the post. Ability to understand, analyse and produce technical reports. Ability to work independently on site in countryside alone, in varying weather conditions Working knowledge of MS Office based programmes. 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none">
General: <ul style="list-style-type: none"> Membership of a relevant professional body (Planning /Environmental) Full Driving License 	<ul style="list-style-type: none"> ✓ 	<ul style="list-style-type: none"> ✓ 	<ul style="list-style-type: none"> ✓ 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">