



## Role Profile

<b>Job Title:</b> Monitoring Officer (Planning Policy)	<b>Role Profile Number:</b> ENN55
<b>Grade:</b> L	<b>Date Prepared:</b> January 2022
<b>Directorate/Group:</b> Economy and Development	<b>Reporting to:</b> Planning Policy Manager
<b>Structure Chart attached:</b>	Yes

### Job Purpose

- To assist in the production and justification of development plan documents and supplementary guidance through the collection and analysis of statistical data.
- To lead on the monitoring of land use development in the Borough and surveys to inform planning policies and guidance produced by the Planning Policy Team.

### Key Accountabilities

- Create, develop and implement frameworks for monitoring planning policy and guidance.
- To ensure that the planning policy webpages are kept up-to-date.
- Co-ordinate and manage the production of the Authority Monitoring Report and other required reports and returns.
- Manage, co-ordinate, research, collate and analyse statistical and other data relating to social, economic and environmental aspects, including housing monitoring, that may be required to deliver projects, strategies, or plans of Swindon Borough Council (SBC) or for use by the public, and to evaluate and interpret their findings.
- Answer queries from, and provide advice to, internal or external sources regarding monitoring and research issues as they relate to land-use development issues, and to participate as required in the presentation of such work to the appropriate audience.
- Management of the planning policy inbox.

- Assist in the preparation of reports and to present findings to the decision making bodies of the Borough Council.
- Make full use of Geographical Information Systems (GIS) in relation to monitoring of planning policy.
- Work in partnership with other statutory and voluntary bodies in the production of reports and guidance.
- To work with external consultants to deliver specific pieces of work.
- Develop and maintain appropriate service contacts and linkages throughout the Council, and with other stakeholders including local authorities, to optimise methods / systems for planning policy data collection and analysis.
- Represent the Council at meetings.

#### **Supplementary Accountabilities**

- Represent the Borough at relevant forums, workshops or other events as identified by the Service Manager – Planning Policy.
- Respond to Freedom of Information requests.
- Undertake training and continued professional development to ensure best practice is maintained in relation to the key accountabilities

#### **Knowledge & Experience**

- Relevant experience in data analysis, including the use and manipulation of complex and large datasets.
- Experience of producing complex reports (preferably Authority Monitoring Reports).
- Highly literate and numerate with experience of presenting and clearly explaining analysis to a range of audiences including key stakeholders and decision makers.
- Experience in the design, management and monitoring of databases or spreadsheets.
- In depth knowledge and experience of other ICT system, including presentation packages and website management.
- Experience of using Geographical Information System IT packages (preferable).
- Understanding of UK planning system, particularly planning policy.
- The ability to make site visits.

## Qualifications

- A-level equivalent in Statistics, Data Analysis, Geography or related subject

## Decision Making

- Day to day decisions involved in the project management of the Authority Monitoring Report.
- Recommendations on the procurement of data sources.
- Key decisions taken whilst representing SBC in relation to all aspects of land-use monitoring and planning research and responding to queries and consultations.

## Creativity and Innovation

- Reviews ways of working and identifies opportunities to improve the quality of work of the team.
- Demonstrates creativity in using resources to deliver cost effective services, particularly IT.
- Identifies new ways of working with partners and communities.

<b><u>Job Scope</u></b>	<b>Budget Holder</b>	No
<b>Number and types of jobs managed</b>	<b>Responsibility</b>	No direct budget management responsibilities, but will be expected to advise on the expenditure on data, material and consultants to ensure best value.
None		
<b>Typical tasks supervised/allocated to others</b>	<b>Asset Responsibility:</b>	Laptop, mobile phone and other essential equipment for working
No direct staff management responsibilities, but occasional supervision of casual staff and voluntary workers.		

## Contacts and Relationships

- All Group Directorates – regular contact in collecting and providing information for the production of monitoring information and reports.
- Development Management – day-to-day contact in collecting and providing Monitoring information.
- Neighbouring Local Authorities – regular contact in relation to planning issues and, where appropriate, joint working on matters of common interest.
- Government Bodies– regular contact in relation to the provision, collection and sharing of monitoring information. Members of the public, key stakeholders and community organisations – responding to ad hoc data queries, and presentation of information to Parish liaison groups, Parish Council Meetings, public and/or community meetings. Daily contact with members of the public responding to telephone, e-mail, or written enquiries.

- Members of the Council – assisting in the preparation of briefings for Cabinet, committees and working parties, and regular informal liaison as appropriate.

**Other Key Features of the role**

- Demonstrate a methodical and accurate approach to the collection and analysis of data.
- Ability to focus on what needs to be done, and doing it, demonstrating resilience in service delivery.
- A customer focused approach.

<b>Employee Signature:</b>	Print Name:
<b>Date:</b>	
<b>Line Managers Signature:</b>	Print Name:
<b>Date:</b>	