



Cumberland Council

Post Specification

Date	March 2025
Post Group Number	8530
Post Title	Planning Policy Monitoring and Technical Officer
Job Family	Organisational Support
Job Family Role Profile	OS9
Final Grade	9

To be read in conjunction with the job family role profile

Service Area description

As part of the Directorate, Planning Policy sits within the Strategy and Policy section alongside the corporate Strategy and Policy and Performance and Insight services. The planning policy team is responsible for producing the local plan and associated planning policy documents. These form the statutory policy framework for determining planning decisions and the delivery of Cumberland's strategic objectives relating to health, housing, the economy, environment and infrastructure.

Purpose of this post

To be responsible for the information, mapping, digital and other technical services required by the planning policy team encompassing survey, research, mapping, monitoring, statistical collation, appraisal and visual presentation of data, policies, and site allocations.

Key job specific accountabilities

Data collection and monitoring

- Be responsible for the maintenance and monitoring of planning data to ensure an up-to-date information base for the planning policy team including mapping and statistics on land use, social, economic and environmental matters.
- Assist with the production and publication of the Council's 5-year housing land supply statement.
- Lead on the production of the Council's annual monitoring report
- Provide regular monitoring returns to government, other agencies and internally for the Council.
- Support the preparation, implementation and review of the Local Plan and Supplementary Planning Documents
- Undertake planning research and analysis to support the development of the local plan and associated planning policies
- Assist in the preparation of the Housing and Economic Land Availability Assessments
- Assist in the preparation of the local plan Sustainability Appraisal
- Develop an understanding of national and local planning legislation, policy and guidance as it relates to monitoring
- Carry out site visits associated with monitoring, local plan preparation and wider planning policy work.
- Assist in preparing responses to requests for information under the Freedom of Information Act and Environmental Information Regulations

Data Presentation and mapping

- Bring together existing data and plot/input new data into the Council's GIS system

- Produce maps and display data for the Local Plan and other planning documents, including the Policies Map and evidence base documents.

Digital and website

- Act as liaison officer with the Council's digital team to ensure planning policy pages on the Council website are kept up to date and meet accessibility requirements.
- Assist in preparing and organising public consultation events and materials including web pages
- Lead on the development of the digitalisation of the local plan and other planning policy documents, in particular delivering the ability for local communities and stakeholders to digitally interact with the local plan documents and mapping through all stages of the plan preparation and adoption.

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget Responsibilities	<ul style="list-style-type: none"> • None
Staff Management Responsibilities	<ul style="list-style-type: none"> • None
Other	<ul style="list-style-type: none"> • None

Essential Criteria - Qualifications, knowledge, experience and expertise

Qualifications

- NVQ 3 or 4, or equivalent experience within the relevant work area

Knowledge and experience

- Numeracy and analytical skills, to research and analyse complex information and to draw out clear conclusions and outputs
- Knowledge and experience of the use of GIS mapping software
- Basic understanding of current planning context and legislation
- Previous experience of planning research or monitoring work
- Experience and competence with Microsoft suite of products
- Able to present information in a clear and accurate way, including maps and other visuals/images for the Local Plan.
- Ability to produce information and statistics by use of databases and spreadsheets
- Ability to prioritise and organise work to meet required deadlines and work with limited supervision.

Disclosure and Barring Service – DBS Checks

- This post does not require a DBS check.

Job working circumstances

Emotional Demands	The post holder may occasionally be involved in challenging situations with members of the public
Physical Demands	The role is predominately office based, although site visits are required as part of the monitoring function.
Working Conditions	Whilst the role is mainly office based, there is a requirement to carry out site visits which could include visiting operational construction sites.

Other Factors

- Requires ability to travel independently and extensively within Cumberland to undertake duties