

HARBOROUGH DISTRICT COUNCIL - JOB DESCRIPTION

POST: Neighbourhood Planning Engagement Officer

TEAM: Strategic Planning

GRADE: 5

SERVICE AREA: Planning and Regeneration

RESPONSIBLE TO: Matthew Bills, Neighbourhood and Green Spaces Officer

VARIATIONS TO STANDARD CONDITIONS OF SERVICE

1. This is a description of the job as it is constituted at the date shown below. It is the practice of this Authority to periodically examine employee's job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to them. You will therefore be expected to participate fully in such discussions. It is the Authority's aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes to your job description after consultation with you.
2. Casual Car User Allowance.
3. Clearance by the Disclosure and Barring Service will be required for this post.

DATE ISSUED: February 2022

JOB PURPOSE:

To engage and consult with communities and partners in Market Harborough with regard to Neighbourhood Planning and target seldom heard people. To help set up Neighbourhood Forums and assist the communities in making these Forums self-sustaining. To assist the community and other planning professionals to commence writing a Neighbourhood Plan for Market Harborough. To seek additional funding opportunities for the Forum including Neighbourhood Planning Grants

PRINCIPAL RESPONSIBILITIES:

1. Build relationships in the community that will support the delivery of Neighbourhood Planning in Market Harborough
2. Advise the Forum on the most effective ways to design and implement consultation and engagement activities to reflect local circumstances, any sensitivities and make this happen.
3. To develop a programme of engagement that supports the vision of the Neighbourhood Plan Forums and delivers reports that demonstrate the community priorities.

4. To coordinate, plan and organise activities, events and community meetings as required and to assist the community to deliver consultation using a variety of platforms to build real insight into the community
5. Look for opportunities for local people to deliver Neighbourhood Planning to meet local needs and priorities, and work with residents and local organisations to build capacity to make this happen.
6. To assist the development and delivery of the Forum's social media presence and deal with correspondence and enquiries relating to the Forums and consultations.
7. To evaluate the results of engagement, provide evidence to the Forum and keep a record of best practise.
8. Regularly record, monitor, collate, analyse and report outcomes of engagement activities and provide written and verbal reports as required by the Forum.
9. To review and seek opportunities for external funding including Neighbourhood Planning Grants, preparing and submitting bids on behalf of the Forum or the Council, as required and where appropriate, for development of neighbourhood planning
10. Keep accurate files and administrative records, paper based and electronic, and produce output evidence for the monitoring and evaluation of the project for Department for Levelling Up Housing and Communities.
11. To uphold and display the HDC behaviour competency framework to at least level 2
12. To ensure compliance with all Council policies and statutory requirements and guidance in relation to Equality and Diversity, Equal Opportunities, Health and Safety, Safeguarding and Communication and involvement policies
13. As a term of employment the postholder may be required to undertake other such duties as may reasonably be required of you in the post and department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments at any of the Authority's establishments.
14. Health and Safety
 - To be familiar with and at all times comply with
 - the Council's general health and safety policy,
 - the Council's specific health & safety policies and procedures as detailed in the Council health and safety policy documents, and
 - local department specific health and safety procedures as amended or added to from time to time.
 - To report any unsafe practice, accident, incident, dangerous occurrence or hazard found during the course of your work to your line manager for action.

- To take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work. To maintain Personal Protective Equipment and to report any PPE that is defective.
- To co-operate with all staff and members of the authority so far as is necessary to enable all health and safety requirements to be performed or complied with.
- To ensure anything provided in the interests of health, safety or welfare is not intentionally or recklessly interfered with or misused.

HARBOROUGH DISTRICT COUNCIL – PERSON SPECIFICATION

JOB TITLE:	Neighbourhood Planning Engagement Officer				
TEAM:	Strategic Planning				
POST NO:		GRADE:	5	WEEKLY HOURS:	22.2 pro rata
ALLOWANCE:	Casual Car User				
CONTRACT TYPE:	Fixed Team. For term of engagement project – up to 12 months				

TYPE OF CRITERIA	ESSENTIAL REQUIREMENTS: Minimum requirements for the successful completion of the job	ASSESSMENT A / I / T / E	DESIRABLE REQUIREMENTS: Elements that contribute to improved / immediate performance in the job	ASSESSMENT A / I / T / E
QUALIFICATIONS	<ul style="list-style-type: none"> Relevant degree/diploma or relevant experience supporting community engagement or planning/leisure 	A/I/E	<ul style="list-style-type: none"> Further professional qualifications in related discipline 	A/I/E
EXPERIENCE & KNOWLEDGE	<ul style="list-style-type: none"> Knowledge and experience of marketing and communications techniques including the creation and use of printed and online platforms Experience and knowledge of community engagement. An understanding of how local government can establish effective working relationships with partners Understanding the implications for local government of national policy. Computer literate in Microsoft Office packages and confident in using digital and social media. 	A/I A/I A/I A/I	<ul style="list-style-type: none"> Be able to demonstrate the ability to perform the full range of duties in the job, undertaking a wide range of projects with minimum supervision. Political awareness Knowledge and experience of fundraising and submitting grant applications 	I I A/I

SKILLS	<ul style="list-style-type: none">• The ability to plan and organise work and prioritise to manage deadlines • Foreseeing of potential issues for the delivery of specific projects and taking appropriate action to address. • Flexibility, the ability to self-manage, use own initiative and to be proactive. • Excellent verbal communication skills including a proven ability to build relationships and work in partnership, to negotiate and to communicate on a variety of levels • Excellent written communication skills, including the ability to prepare reports and engagement / consultation materials • Good analytical skills and excellent attention to detail 	<ul style="list-style-type: none">• Skill in developing and maintaining excellent relationships with partners and the ability to influence them to achieve the objectives of the role 			
OTHER	<ul style="list-style-type: none">• Full current driving licence E• Flexible approach to work • Customer focused. • Must be self motivated and able to work as part of a team. • Ability to represent Council at meetings as required. • Be able to attend meetings out of hours when necessary. 				
Assessment Legend:		A = Application	I = Interview	T = Test or Assessment	E = Evidence (e.g. certificate)
N.B. Where more than one assessment stage is indicated against a criteria that criteria must be demonstrated at both stages					