

MALDON DISTRICT
COUNCIL

Princes Road
Maldon
Essex CM9 5DL

www.maldon.gov.uk



Planning Policy & Implementation Project Administrator

Planning Policy & Implementation team

Maldon District Council
Job Description: FM18 SD09

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| Job Title | Planning Policy & Implementation Project Administrator |
| Service Area | Strategy, Performance and Governance |
| Grade | D (SCP16) |
| Job Reference | Planning Policy & Implementation Team *Project funded/ Externally funded/Outside of establishment |

| Reporting to | Responsible for |
|---|------------------------|
| Bradwell B Programme Manager/ Strategy, Policy & Communications Manager | Not applicable |

| Team Purpose |
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| Planning Policy & Implementation Team: Reviewing and producing the planning policy and guidance framework for the operation of the Planning System in the District and positively managing the implementation of development through robust planning obligation and development monitoring activities. |

| Role Purpose |
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| To assist with the delivery of the council's aspirations and priorities through effective and efficient systems of performance management, programme management and project management. |
| To ensure that the Corporate Plan is delivered through programmes, projects, policies, services and partnerships by commissioning and working collaboratively with other parts of the Council and key partners. |
| To specifically support project administration for Planning Policy and Place Strategy projects supporting the complex programme with calendar, meeting and correspondence management, as well technical support for customer management systems, webpage updates and financial administration |
| To support development and planning obligation monitoring, the maintenance of statutory registers and the compilation of service and project performance information. |

Key Accountabilities



- Ensure that project information is captured on all corporate projects and programmes
- Flag for programme board review any issues and variations on individual projects and programmes
- Ensure that all projects comply with the approved documentation for projects and programmes
- Capture actions and decisions from programme boards, steering groups and team meetings
- Take minutes and disseminate information
- Edit and keep up-to-date Planning Policy/Place webpages to provide clear and essential information to customers
- Ensure that purchase orders, invoices and financial accountability are processed in accordance with council policies
- Support Specialists and the Strategic Theme Lead: Place with project administrative tasks , stakeholder engagement and relationship management.

| Key Objectives | |
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| Working with customers | Work closely with colleagues and stakeholders to support, commission and develop strategic initiatives and policies. Work with colleagues to improve customer service and highlight opportunities for empowering customers further. |
| Working towards the Corporate Plan | Monitor and report progress on the delivery of the Corporate Plan. |
| Knowledge of services | Excellent understanding of services across the council and a good knowledge of the terminology and acronyms used by the services. |
| Using systems effectively | Strong IT skills and ability to learn new systems quickly and effectively. |

| Specific Tasks | |
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| Team work and working with others | Working collaboratively with specialists across teams to provide a seamless service to customers, collaborating on strategy, corporate projects and managing key relationships with customers across the council and other stakeholders as appropriate. |
| Enquiries, reports and service requests | Providing internal and external advice. Developing and maintaining relationships with key stakeholders and partners. Prepare reports to council committees or other internal or external meetings as required. |
| Processing and administration | Accurately update all relevant project information systems, ensuring these are maintained through verification and |



| Specific Tasks | |
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| | validation and in accordance with Data Protection principles. |
| Ability to support corporate projects | Contributing to strategy, performance and quality control and service / financial planning. |
| Strategy and policy | Provide and input to corporate strategy and policy and corporate programmes as required. |
| Performance | Contribute to the development of performance and quality control KPI's. |



Qualifications

Educated to A Level standard/NVQ 3 or relevant experience in business administration, project and or programme management.

Knowledge, Skills and Experience

Good working knowledge and experience of performance, project management, and business improvement techniques and programme planning process. Excellent analytical, communication and presentation skills. Proven ability to engage people in complex issues and manage relationships positively.

Specialist Knowledge

Understanding of project and programme management.

Special Requirements

Emergency Planning

This post will be on occasions required to take part in the council's emergency planning training, and may be called upon in the case of such an emergency. Where necessary this will include unsociable hours.

Election Duties

This post will, on occasion and with reasonable notice, be expected to assist with election duties as required and this will include working unsociable hours.

A separate payment for election duties will be made as determined by the regional Elections Committee.

Standard Terms

1. To comply with appropriate legislation, service and council policies.
2. All employees have responsibility under the Health and Safety at Work, etc. Act 1974. These responsibilities are laid out in the council's health and safety policy and procedures.
3. To support and be committed to the council's policy on safeguarding and promoting the welfare of vulnerable groups including, young children and adults and expects all staff and volunteers to share this commitment.
4. To support the council's equalities and diversity policies.
5. To operate within the council's IT policies and data protection rules and



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| | regulations. |
| | 6. To operate within the council's financial regulations. |
| | 7. Manage budgets and resources ensuring that they are deployed effectively with robust internal controls and compliance with relevant regulations, policies and guidelines. |
| | 8. To participate in internal committees and departmental working parties to ensure continuous improvement as required. |
| | 9. Any other reasonable duties as may be required from time to time |

Competency Framework

Central to the delivery of the role are the council's values and behaviours and all employees are expected to work within the council's Competency Framework. These are shared by all employees and applied to everything we do. The points for each competency are shown below:

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| Maldon behaviours [competencies]: see the framework in the Performance Review Toolkit for a full list behavioural indicators | |
| Core Competencies - All Workforce | |
| Communicating | Expressing information in the best way and timescales that ensure clarity and understanding and responding in the most appropriate manner. |
| Managing and Leading People | Providing direction and support to those we work with to ensure service excellence. |
| Customer Focus | Taking into account customer needs, striving to meet them and providing the best service to our customers and colleagues. |
| Planning and Managing Work | Planning and managing work to meet individual, team and service objectives whilst achieving quality and value for money. |
| Analysis and Problem Solving | Assessing and interpreting information in order to support work activities, identify issues and aid problem solving. |
| Initiative and Decision Making | Taking the right action, based on what we know and being responsible for what happens. |
| Developing Self | Committed to developing own skills, knowledge and abilities to enhance capability. |

All employees are expected to be flexible in undertaking the duties and responsibilities attached to their role and may be asked to perform other duties, which reasonably correspond to the general character of their role and their level of responsibility. All employees are required to be flexible to undertake out of hours work as required, meetings outside office hours will be routine and officers will be expected to attend. This job description will be supplemented and further defined by annual objectives which will be developed in conjunction with the postholder.

This job description will be subject to regular review and the council reserves the right to amend or add to the details.

Key Policies



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We are an equal opportunities employer and therefore all staff are expected to comply with our equality policies and help create a work environment in which everyone is treated with dignity, respect, courtesy and fairness. You are also expected to fully comply with health and safety policies and procedures in force to help maintain and develop a safe working environment. In pursuing a practice of continuous improvement and seeking to obtain best value in all aspects of the service, staff will be expected to assist in other such duties as may be allocated for the benefit of the organisation and their own personal development. Staff will be expected to assist if the council has to deal with the results of a civil emergency.

This post is not a politically restricted post.

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| Signed (Job Holder): | | Date: |
| Signed (Service Lead): | | Date: |

