



# Falkland Islands Government – Job Description

<b>Job Title:</b>	Planning (Technical) Assistant		
<b>Department:</b>	Development & Commercial Services	<b>Section:</b>	Planning and Building Services
<b>Reports to:</b>	Head of Planning & Building Services		
<b>Grade:</b>	Falkland Islands Government Grade - G1	<b>Job Code:</b>	

## Job Purpose

To support the Head of Planning and Building Services, the Planning Officer and Building Adviser in the daily management of the Department.

## Main Accountabilities:

1. Support the Head of Planning and Building Services to discharge the requirements of the Planning Ordinance 1991 by performing the following tasks:
  - assisting in Development Plan, Planning Guidance Note and Planning Information Note production, reviews and alterations (including surveys and analysis, drafting reports and undertaking public consultation) and associated research and monitoring; and
  - undertaking development management, including the provision of pre-application advice, processing planning applications (including receipting, sending out publicity and acknowledging comments and site visits) and assisting in the investigation of Planning enforcement issues.
2. Act as Secretary to the Planning & Building Committee and Historic Buildings Committee (including functions under the Planning Ordinance) and co-ordinate the agenda (including producing relevant reports and seeking reports from others as required) and produce the minutes for the Planning & Building Committee, Historic Buildings Committee and Environment Committee. Co-ordinating public notifications of those meetings.
3. Provide administrative support to the department and assist in the management of the office (incoming/outgoing mail, processing invoices, receiving payments, banking administration, purchasing equipment and stationery etc.) and the development and review of office procedures.
4. Provide support for other planning, development and environmental projects initiated within the Department.
5. Administration of the Planning Ordinance, the Building Regulations and related subsidiary legislation in order to facilitate the provision of proper advice to the general public.
6. The support and administration of the enforcement system under the guidance of the Head of Planning and Building Services, including research, site visits, preparation and issue of related correspondence and register maintenance.
7. Provide technical support to the Department including in the development of e-office working, the maintenance and updating of the department website and developmental projects such e-Consults and e-Inspections.
8. Ensure a high standard of service to customers and responding to customer complaints and elected Member enquiries within corporate guidelines.
9. Other duties consistent with the level of post as agreed with the Head of Department.

***The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.***



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Person Specification:	Planning (Technical) Assistant		
Criteria	Essential	Desirable	Assessment Method
<b>Qualifications and Training</b>			
A good general education and GCSE Grade C to A pass in English, or equivalent.	✓		A
Must hold a valid driving licence to be able to visit sites as required.	✓		A
<b>Knowledge, Skills and Experience:</b>			
A minimum of 3 years relevant work experience.	✓		A/I
Knowledge of the issues, challenges and opportunities relating to the built and/or historic environment.	✓		A/I
Computer literate and proficient in the use of MS office programmes including Publisher	✓		A
Good organisational, general office and administrative skills with the ability to prioritise tasks effectively.	✓		A
Solid problem-solving and decision-making skills.	✓		A
Ability to grasp complex and dynamic legislation and interpret it clearly for stakeholders	✓		A
Effective communication skills, both oral and written, including an ability to produce clear and concise reports and good presentation skills.	✓		A/I
Good confident interpersonal skills to be able to deal credibly with elected members, civil servants, the business community, the military and other bodies and the general public.	✓		A/I
Knowledge of the Falklands Planning Ordinance and related legislation		✓	A
Knowledge of the Falkland Islands		✓	A/I
Experience of working in a planning or related department/organisation/company		✓	A
Experience of working for Government or similar public body or built environment discipline.		✓	A



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<b>Person Specification:</b>	Planning (Technical) Assistant		
Criteria	Essential	Desirable	Assessment Method
<b>Personal Attributes:</b>			
Can work effectively on own initiative or as part of a small team	✓		A/I/R
Pro-active and ability to work flexibly as required	✓		A
Able to work in a confidential environment	✓		A/I
Awareness of sensitivity of information in a small community	✓		A
Ability to run workshops and public meetings		✓	A
Ability to think laterally and creatively to generate deliverable solutions		✓	A
Ability to work in a complex political and stakeholder environment		✓	A

## Method of assessment:

A - Application Form

I - Selection Interview

R – Reference

P - Presentation