



Role Description and Employee Specification

Job Title:	Planning Policy Technician (Monitoring)	Location:	Cirencester
Department:	Planning Policy and Infrastructure	Service:	Planning
Reports to:	Principal Planning Policy Officer	Working Hours:	37
Salary:	£25,302 - £26,947	Peer Group:	PGC9 – Planning Caseworkers
Business World Post Number:	New post	Job Group:	Level 1 Case & Field Worker
Contract Type:	2-year fixed term	Direct Reports:	None

Overall purpose of the Post:	To assist with the operation and maintenance of the monitoring systems required for the preparation and review of the development plan and other service needs under the supervision of the Principal Planning Policy Officer and provide support to the operation of the wider Planning Policy and Infrastructure team.
Key Tasks and Responsibilities:	• Maintain, update, and validate monitoring systems. • Undertake site visits to gather evidence on the use of land and property and development starts and completions to support the brownfield land register, housing land supply trajectory, pipeline reports for housing and other land uses, Self-Build Register, site allocations, monitoring and statistical returns to Government, and enforcement checks. • Collect data and draft sections of the annual Authority Monitoring Report (AMR), Infrastructure Funding Statement (IFS) and other monitoring reports. • Contribute towards the improvement of processes and procedures to ensure effective data collection and outputs – planning application data and CIL/s106 records. • Contribute to all policy review work, including the development and review of statutory planning policy, with a particular focus on reviewing policy, policy monitoring and collating and assessing planning information and data. • Support the Planning Policy and Infrastructure team with policy research and evidence gathering. • Contribute to the co-ordination and organisation of effective community engagement in respect of the development and review of the Council's planning policies. • Work collaboratively with colleagues from the wider Planning Service, Building Control, Development Infrastructure, Finance on housing and planning policy data and CIL/s106 records.

	• Assist in the formulation and development of systems to monitor and review the effectiveness of the Council's planning policies and assist in the production of information and monitoring reports and associated briefings. • Maintain a current knowledge of relevant Government planning legislation, policy and guidance as well as good working practices and procedures. • Plan, programme and prioritise own work to meet deadlines, targets and timetables. • Make the most effective use of new and digital technology when carrying out duties associated with the post. • Carry out any other similar or related duties that may be required from time to time. • At all times, carry out the post's responsibilities with due regard to the Council's policies regarding General Data Protection Regulations, Equalities Act (including meeting the requirements of the public sector equality duty), Quality Assurance Plan, Health & Safety, Sustainable Construction and Recycling and undergo any training as may be required in relation to these policies. • Attend meetings outside of normal office hours when required, as identified by the Head of Planning Policy and Infrastructure or the Strategic Planning Policy Manager. • Assist in the preparation and presentation of reports and data to members and / or corporate groups on all aspects of monitoring, such as the Authority Monitoring Report. • Assist in responding to consultations on national legislation and policy and regional policy and guidance. • Assist in providing advice to Development Management and other teams on policy and implementation issues (e.g. in relation to the determination of planning applications).
Essential Requirements – Knowledge, Qualifications, Skills, Abilities and Experience:	• 5 GCSEs including Maths and English. • An interest in and understanding of planning and development issues, particularly those relating to planning policy and place-making. • Experience and proven ability in dealing with statistical data. • Ability to work accurately and follow both verbal and written instructions. • Proactive and self-motivated and ability to work as part of a team and to tight deadlines. • Effective numeracy skills to ensure accuracy of collation and processing of data. • Effective literacy skills to enable accurate recording and presentation of data and the writing of clear reports. • Experience dealing with members of the public in person, over the phone and by email. • Knowledge of IT systems and ability to use standard word processing, spreadsheets, and database packages. • Commitment to further personal training and development. • Travel is an essential part of this job and therefore it would be extremely difficult for you to do your job effectively if you are unable to use a car. It is essential that you hold a full and valid driving licence, and it is expected that you will have access to a vehicle for work purposes. • Willingness to work outside normal office hours to meet operational requirements.

Desirable Requirements Qualifications, Skills and Abilities:	• Understanding of function and use of Geographic Information Systems (GIS). • Understanding of the principles of data protection. • A Degree in Planning or Geography. • Tact in dealing with people and negotiating skills.		
General Accountabilities:	• Safeguarding – The Council is committed to meeting its statutory and moral duties to safeguard and promote the welfare of children, young people under 18 years of age and adults at risk who are the recipients of its services and/or activities. • The post holder is responsible for maintaining a safe work environment and ensuring as far as reasonably practicable that safe working practices are adopted by employees within this work environment. • Work in compliance with the Codes of Conduct, Regulations and policies of the council. • To support the response to a major incident, including taking up a designated role within the emergency management framework. • To support the Chief Executive/Returning Officer in administering election responsibilities.		
Special Conditions:	• You will be expected to work reasonable additional hours in line with the needs of the service and within the Council's flexible working policy. • There may be a requirement to work at other locations to meet the needs of the business. • Full UK Driving Licence. • Ability to travel and access to a vehicle for work purposes.		
Date Reviewed:	September 2026	Reviewed By:	Strategic Planning Policy Manager
Checked by HR	September 2026	Date of Issue:	September 2026