NI INTERCHANGE SCHEME

# Hosting Opportunity Proforma

Department for Infrastructure (DfI)

 Name of Host

 Organisation

**1. Interchange Manager’s details**

Alistair Beggs

 Name

 Organisation/

Strategic Planning Division

 Department

Department for Infrastructure

Clarence Court

10-18 Adelaide Street

Belfast, BT2 8GD

 Address

 Telephone Fax number

028 9054637

 Number

Alistair.Beggs@infrastructure-ni.gov.uk

 E-mail

Secondment – Higher Professional & Technical Officer: Planner

(until end of August 2020, subject to review)

Type of Opportunity

**2. Details of hosting opportunity**

 Description of opportunity

The key functions of the Planning Group are:

* Regional development planning;
* Preparation of planning policy, guidance and legislation;
* Management of all regionally significant planning applications and called- in applications.
* Support for the local development planning process;
* Monitoring the performance and operation of Planning across Northern Ireland; and
* Oversight of the regeneration of the Crumlin Road Gaol and St Lucia sites.

The Planning Group would like to invite applications for a two year secondment to a full time HPTO Planner post which has arisen as a result of a career break.

 Main objectives of the opportunity

The post holder will support the Strategic Planning Diectorate’s Plan Oversight Team and the main duties and responsibilities will include:

* Supporting the oversight of the progress of Local Development Plans by councils, including where necessary attendance at Independent examinations.
* Contributing to corporate and business planning for the Planning Group and setting targets for the business area.
* Representing the Department at meetings with Ministers, MLAs, etc.
* Providing professional advice to staff, senior management and the Minister.
* Engaging with relevant stakeholders and other interested parties and Departments.
* Keeping up to date with legislation associated with planning and land use.

If the opportunity arises there may be the opportunity to support other teams in the Planning Group whose main work includes;

* The management of the planning process, i.e. the processing of planning applications.
* The development and review of planning policy and legislation, best practice guidance, and other planning guidance as appropriate.
* The monitoring of the performance and operation of Planning across Northern Ireland.
* The regeneration of Crumlin Road Gaol and St. Lucia Barracks.

**3. Skills requirements**

What qualities, skills and experience is required from the individual

**Essential Requirements**

Applicants must:

1. Be a HPTO or equivalent.
2. Be either a:
	* Full or licentiate member of the Royal Town Planning Institute (RTPI), or a;
	* Full or graduate member of the Irish Planning Institute (IPI).

Membership of equivalent alternative accounting bodies will be considered.

2 Possess a full current driving licence and the use of a car for official purposes or have access to a form of transport, which will permit them to meet the requirements of the posts in full.

**Desirable Experience**

Preference may be given to applicants who have at least 2 years:

* Post qualification experience in the practice of town planning.
* Development plan experience and / or a background in policy preparation.
* Experience of working in partnership with external stakeholders.

**4. Personnel: Please state below**

 Who will the individual report to?

Senior Professional & Technical Officer: Planner

 Who will be the individual’s line manager and/or reporting officer?

Senior Professional & Technical Officer: Planner

**5. Transfer of learning**

 Please give details of how the Opportunity will benefit your organisation, the

 individual and their organisation.

The post holder will be part of a core team with oversight of the delivery the Council’s Local Development Plans, a fundamental plank of the reformed planning system in Northern Ireland and the development process. They will bring their own valuable insights into the team.

Where the opportunity arises post holders may also assist the strategic and oversight roles of the Planning Group’s other teams.

The post holders and subsequently their organisation(s) will benefit from an opportunity to develop skills in plan development and wider government engagement as well as an increased awareness of the stakeholders and wider issues contributing to the development of sound development plans and the planning process in general. These posts provide an opportunity to develop valuable knowledge and experience of the new local development plan process

**6. Logistics**

Please provide details of the likely start date, duration, location, resources (i.e.;

 desk, PC, fax etc.) and funding arrangements for the opportunity.

**Start date:** As soon as suitable candidates have been identified and a release date has been agreed.

**Duration:** Secondment to end of August 2020, subject to review

**Location:** Clarence Court, 10-18 Adelaide Street, BELFAST

BT2 8EG. Travel throughout NI is required.

**Form of Transport:** The successful candidate will be required to have access to a suitable form of transport to fulfil the duties of the post.

**Resources:** Office based with all relevant facilities

**Salary:** £30,149 - £31,760. DfI Planning Group will meet salary costs and associated expenses.

**Selection:** Paper sift followed by interview.

**Contact:** For further information on the post please contact Susan Wilkin on 028 9054 0640, or by email at Susan.Wilkin@infrastructure-ni.gov.uk

**Closing Date:** 4.00pm on Friday 30 November 2018

**7. Endorsement**

 **Interchange Manager**

Alastair Beggs

Signed

19 November 2018

 Date