# Hosting Proforma

Derry City and Strabane District Council

Name of Host

Organisation

**1. Interchange Manager’s details**

Paula Donnelly

Name

Organisation/

Human Resources

Department

98 Strand Road

Derry

BT48 7NN

Address

Telephone Fax number

N/A

028 7125 3253

Number

paula.donnelly@derrystrabane.com

E-mail

Type of Opportunity

**Secondment** – Senior Planning Officer

**2. Details of hosting opportunity**

Description of opportunity

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| This is a secondment until 31 March 2024within the Planning section.  The officer will be expected to work 37 hours per week.  Flexible working and hybrid working is available.  This would expect to start as soon as possible. |

Main objectives of the opportunity

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| **KEY PURPOSE**  As a senior manager in a the Planning Department, an SPO will manage a team and assist a Principal Planning Officer and Head of Planning in meeting all statutory requirements for the implementation of a Local Development Plan for the Council , Development Management for the processing of Major /Local planning applications and Planning Enforcement.  Ensuring effective performance management training and development for staff within the team to meet the needs of the business and all customers in accordance with best practice standards and other performance indicators. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

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| Degree in Town Planning or any other relevant discipline for example Environmental Science, Geography  OR  Post Graduate qualification in Planning  **Alternatively,**  Those applicants whose degree is not in a relevant discipline will be considered provided they have at least 5 years’ experience at Higher Planning Officer level or above  A minimum of three years’ demonstrable experience which involves:   * Working in Development Management, Development Plan or Enforcement * Managing a team * Ability to write Planning Committee/Enforcement reports independently and ability to participate in planning appeals and relevant Committees. * Ability to analyse, interpret, and present current planning policy and information and assist in planning policy formulation   Knowledge and application of relevant Northern Ireland planning policy and legislation and working practices of the planning function   * Knowledge and application of Microsoft Office packages   Must have access to a form of transport to carry out the duties of the post  **Desirable**  Chartered Membership of RTPI/Irish Planning Institute |

**4. Personnel: Please state below**

Who will the individual report to?

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| Principal Planning Officer |

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

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| Principal Planning Officer |

**5. Transfer of learning**

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

individual and their organisation.

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| This opportunity offers the individual the opportunity to gain experience at a senior level within the Planning section of Derry City and Strabane District Council. |

**6. Logistics**

Please provide details of the likely start date, duration, location, form of transport required, resources (i.e.; desk, PC, etc.) and funding arrangements for the opportunity.

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| **Start Date**: As soon as a suitable candidate has been identified and a release date agreed.  **Duration**: 31 March 2024  **Location**: Council Offices, 98 Strand Road, Derry  **Resources**: Equipment provided including laptop and mobile phone. Must have access to a form of transport to carry out the duties of the post  **Funding**: Derry City and Strabane District Council will cover the salary costs. The salary scale from 1 April 2023: £44,539 - £47,573  **Further information**: For further information about the post please contact Paula Donnelly by email at paula.donnelly@derrystrabane.com  **Closing Date:** Applications must be submitted by 5.00pm on Friday 14 April 2023 to**:**  **For NI Civil Service departmental staff only:** [**secondments@hrconnect.nigov.net**](mailto:secondments@hrconnect.nigov.net)  **For staff from all other Partner organisations:** [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk) |

**7. Endorsement**

**Interchange Manager**

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| Paula Donnelly |

**Signed:**

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| **30 March 2023** |

**Date:**