

## **Job Description: Consultant – Planning Advisory Service (PAS)**

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**Reports to:** [OBJ] Consultant– PAS

**Directorate/team:** [OBJ] PAS

**Grade:** Grade 5

### **Job Purpose:**

To work as part of the PAS team delivering a range of advisory and consultancy services for local authorities that support the process of change, modernisation and organisational development, with reference to planning and the environment.

### **Core Accountabilities:**

1. As a member of the PAS team, contribute to the successful delivery of support to help councils understand and respond to planning reform.
2. Help deliver the PAS programme of work agreed with the Ministry of Housing, Communities and Local Government (MHCLG) and Natural England.
3. Supporting an excellent relationship with MHCLG and Natural England policy leads and ensure the PAS programme of work is flexible, responsive and delivers excellent outcomes for councils and stakeholders.
4. To help arrange meetings, workshops, papers, presentations and evaluation reports to assist councils in their understanding of planning reform.
5. Maintain an overview of the political and policy context that impacts on the public sector as it relates to planning and the environment.
6. Develop and maintain strong external networks and partnerships that are of value to PAS and the LGA.
7. Model the LGA's values and work in accordance with health and safety, equality diversity and inclusion, and environmental policies.
8. Undertake any other duties and responsibilities appropriate to the post.

## **Specific Accountabilities:**

1. To help deliver the PAS programme specification to the satisfaction of our funders and stakeholders. This work is likely to include
  - a. Listening and responding to practitioners as they explore how planning reform works across local planning authorities in England.
  - b. Testing and delivering training materials, support, tools and events appropriate to various audiences.
  - c. Capturing the learning from the delivery of a series of projects across England and showcasing the best examples.
2. To help develop complementary new products or services with expertise in line with the business plan. To contribute to strategic thinking in PAS and to the wider debates on improvement and dissemination of best practice and the training and development needs of the Local Government Sector.
3. Developing collaborative relationships, scoping and analysing client needs (using awareness of best practice and political agendas) and drawing up a response in discussion with Principal Consultants, Programme Managers and in liaison with other relevant specialists.
4. As part of a team, making creative and focused use of the above approaches and practice knowledge to solve clients' problems and produce practical collaborative solutions.
5. To build positive working relationships with relevant agencies, industries and groups in the local government sector, its elected representatives and their staff.
6. To ensure that key findings from the postholder's work are understood and integrated by taking responsibility for the downloading, dissemination and interpretation of learning.

## **Relevant Contacts:**

### **Local authorities**

**LGA**

**MHCLG,**

**Natural England**

**Planning networks and professional groups**

## Person Specification: PAS – Consultant

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### Qualifications

- Relevant professional qualification or able to demonstrate equivalent level of expertise
- Membership of a professional body (desirable)

### Knowledge and experience

- Understanding of local and central government, their roles structures and relationships.
- Understanding of key government policies for planning and the environment
- Understanding of local government policy, improvement agenda and role of local government planning
- Experience of:
  - building and maintaining effective relationships and partnerships.
  - contributing to the development of strategies, interventions and innovative solutions to complex issues
  - project management, demonstrating the ability to meet targets in respect of deadlines and resources.

### Skills and abilities

- Political awareness and sensitivity to ensure credibility with politicians, senior managers, key stakeholders and staff.
- Able to use analytical skills including the ability to interpret evidence and identify trends
- High level interpersonal skills, with the ability to influence and negotiate with a wide range of stakeholders effectively
- A team player, willing to work flexibly to meet changing priorities
- Able to deliver under pressure, prioritising work against competing demands to meet deadlines.
- Highly developed written and oral communication skills, including the ability to speak confidently in public and to present complex ideas in a clear and comprehensible way
- Self-motivated and self-supporting
- Intellectually agile and innovative, capable of translating ideas into policy and practice
- Commitment to personal and professional development.
- A positive, “can do” attitude