

Item: 12

Policy and Resources Committee: 25 September 2018.

Orkney Islands Marine Planning Partnership.

Report by Executive Director of Development and Infrastructure.

1. Purpose of Report

To consider establishing an Orkney Islands Marine Planning Partnership to deliver statutory regional marine planning in Orkney waters.

2. Recommendations

The Committee is invited to note:

2.1.

That the Empowering Scotland's Island Communities prospectus set out the Scottish Government intention to formally delegate statutory regional marine planning powers to local Marine Planning Partnerships in which the Council will play a lead role.

2.2.

That, between 2012 and 2016, Marine Scotland, Orkney Islands Council and Highland Council delivered a marine spatial planning pilot in Pentland Firth and Orkney Waters, to test governance mechanisms for a future Orkney Islands Marine Planning Partnership.

2.3.

That, in June 2017, the Cabinet Secretary for Environment, Climate Change and Land Reform announced that Orkney will be the next region to establish a Marine Planning Partnership and take forward regional marine planning.

2.4.

That the annual cost to the Council to deliver a Marine Planning Partnership and regional marine planning functions is estimated at £67,150.

2.5.

That Marine Scotland has confirmed the principle of providing an annual grant of £68,000 to the Council to deliver regional marine planning functions.

It is recommended:

2.6.

That an Orkney Islands Marine Planning Partnership be established, with the Council taking the lead as the delegate, with advisory support from stakeholders representing the commercial, environmental, community and recreational interests within the Orkney Islands Scottish Marine Region.

2.7.

That, in accordance with the requirements of Section 27 of the Islands (Scotland) Act 2018, the Council seeks approval from Scottish Ministers to deliver statutory regional marine planning functions as a single public authority, subject to formal confirmation by the Scottish Government of its commitment to a sustainable funding model to cover the costs for the Council to deliver these services.

2.8.

That, following the required Ministerial approval, referred to at paragraph 2.7 above, powers be delegated to the Executive Director of Development and Infrastructure, in consultation with Chair and Vice Chair of the Development and Infrastructure Committee, to implement a direction from Scottish Ministers for delegated regional marine planning functions.

2.9.

That powers be delegated to the Executive Director of Development and Infrastructure, in consultation with Chair and Vice Chair of the Development and Infrastructure Committee, to establish an Advisory Group for the Orkney Islands Marine Planning Partnership.

3. Background

3.1.

The Marine (Scotland) Act 2010 introduced a new era for the management of Scotland's seas including provision for local stakeholders to prepare statutory regional marine plans at the local level. A regional marine plan is the marine equivalent of a local development plan, containing statutory local policies and spatial plans to guide marine consenting and management decisions. These plans are prepared by Marine Planning Partnerships (MPPs) representing the economic, community, environmental and recreational interests within a local marine region. MPPs are established to enable local ownership of policy development and decision making taking account of local circumstances. National legislation and policies can often impose a one size fits all approach which can be inappropriate for tackling many marine issues at the local level, particularly in an island context. An Orkney Islands MPP presents an opportunity to develop a locally appropriate marine policy framework empowering the local community to deliver sustainable development, realise economic opportunities and protect the local marine environment.

3.2.

In 2013 the Scottish Government, together with the Council leaders in Orkney, Shetland and Western Isles, formed the Island Areas Ministerial Working Group. As part of this initiative, the Empowering Scotland's Island Communities prospectus set out the Scottish Government's intention to formally delegate statutory regional marine planning powers to local Marine Planning Partnerships in which the Council will play a lead role. The prospectus also states that Scottish Government is working with Orkney Islands Council, alongside Highland Council, on a pilot marine spatial plan which will inform future work, with a view to formal delegation of planning powers to both Orkney and the Western Isles by 2016.

3.3.

From 2012 to 2016, the Pilot Pentland Firth and Orkney Waters Marine Spatial Plan was developed by Marine Scotland, Orkney Islands Council and Highland Council. The Plan was adopted by the Council in 2016 as non-statutory planning guidance and a material consideration in the determination of works licence applications. The Plan was also adopted by Scottish Ministers for the purpose of determining marine license and section 36 consent applications. This marine spatial planning pilot aimed to put in place a planning policy framework to guide marine development and management decisions in advance of statutory regional marine planning. The pilot process tested governance mechanisms to consider how an Orkney Islands Marine Planning Partnership might operate in the future. A lessons learned report was published setting out the experience gained from the pilot including governance, stakeholder engagement, resourcing and plan making practice.

3.4.

The Scottish Marine Regions Order 2015 sets out the boundaries for 11 Scottish Marine Regions including the Orkney Islands. The Scottish Marine Regions define the jurisdiction of MPPs and the extent of the marine area for the associated regional marine plan. The geographical extent of the Orkney Islands marine region comprises the territorial waters around Orkney from Mean High Water Springs out to 12 nautical miles, as shown on the map attached as Appendix 1 to this report.

4. Orkney Islands Marine Planning Partnership

4.1.

Statutory regional marine plans will be developed by a local Marine Planning Partnership for each Scottish Marine Region to help engage local stakeholders, take account of local circumstances and enhance local accountability. MPPs consist of delegate organisations, or persons, and advisory organisations or persons. The delegate is legally responsible for delivering regional marine planning functions and advisors have a formal role within an advisory group to help steer the plan making process. Section 27 of The Islands (Scotland) Act 2018 makes provision for the Council to deliver regional marine planning functions as a single public authority.

4.2.

There are two existing MPPs in Shetland and the Firth of Clyde, these MPPs are significantly different in their structure and governance arrangements. The delegate for the Shetland Islands MPP are Shetland Islands Council (SIC) and North Atlantic Fisheries College (NAFC). The economic, community, environmental and recreational stakeholders in Shetland have a formal advisory role within the MPP. The Clyde MPP is a completely different model to Shetland with multiple local authorities and statutory agencies forming the delegate. This reflects the more complex political geography and governance landscape with multiple local authorities adjoining the Firth of Clyde, the existence of the Clydeplan Strategic Development Planning Authority and the legacy of more direct involvement in marine planning by the statutory agencies Scottish Natural Heritage (SNH) and the Scottish Environment Protection Agency (SEPA).

4.3.

Between July and August 2016, Development and Marine Planning officers undertook semi-structured stakeholder interviews with a range of economic, community, environmental and recreational interests in Orkney. The participants were Cooke Aquaculture, European Marine Energy Centre (EMEC), Orkney Ferries, Orkney Fisheries Association, Orkney Harbour Authority, Orkney Islands Council (Convenor), Orkney Sustainable Fisheries/Inshore Fisheries Group (equivalent), SEPA, SNH, RSPB, Scottish Salmon Producers Organisation and Visit Scotland (Orkney).

4.4.

The interviews investigated whether stakeholders see significant benefits from establishing an Orkney Islands Marine Planning Partnership and subsequent regional marine planning. The interviews gauged levels of awareness of how stakeholders could potentially participate in an Orkney MPP and if/how they would like to participate. The interviews also investigated whether there were any barriers to their participation in a MPP and how regional marine planning should be funded.

4.5.

The stakeholder interviews found that the clear majority of stakeholders envisaged significant benefits from establishing an Orkney Islands MPP. Furthermore, most stakeholders had little desire to be part of a delegate responsible for delivering statutory marine planning and would prefer an advisory role. The statutory agencies (SNH and SEPA) have indicated that they will participate in a way that is deemed to be locally appropriate.

4.6.

One of the key aims for MPP governance is to establish a structure that provides an equitable and balanced representation for the various economic sectors, and appropriate and proportionate representation for community, environmental and recreational interests. In light of this, and the stakeholder engagement undertaken to date, a governance model similar to the Shetland Islands MPP has been

investigated in Orkney, although finding a neutral marine related delegate partner akin to the NAFC has proved challenging. Officers have investigated the potential for ICIT Heriot Watt University (Orkney Campus), with their significant marine expertise, to partner with the Council in a delegate role. These discussions determined that it would be legally possible for ICIT Heriot Watt University to perform this function, though, the University have concluded that an advisory role would be preferable. The University has stated their support for the Council to lead the OIMPP.

4.7.

It is proposed that, following a decision by Council on whether to deliver statutory regional marine planning in Orkney waters, further engagement with local stakeholders regarding participation in an Orkney Islands MPP Advisory Group should be taken forward. It is anticipated that the relevant economic, community, environmental and recreational interests will be represented within this Advisory Group. Representation will be sought from interests including, but not limited to, Orkney Sustainable Fisheries, Orkney Fisheries Association, Orkney Harbour Authority, Orkney Ferries, Community Councils, Scottish Environment Protection Agency, Scottish Natural Heritage, Historic Environment Scotland, Northern Lighthouse Board, RSPB, the locally based renewable energy, aquaculture, oil and gas and marine tourism/recreation sectors.

4.8.

On 25 September 2018, the Policy and Resources Committee will be advised that a Stage 1 application to pilot the local management of seabed assets within the Orkney Islands marine region was submitted to the Crown Estate Scotland on 16 August 2018. The application proposes an innovative approach to deliver local decision making on sea bed leasing through an Orkney Islands MPP. Following a decision by Council, further engagement with local stakeholders regarding participation in the Orkney Islands MPP and local decision making on seabed leasing will be carried out throughout 2018 to 2019.

4.9.

It is estimated that an Orkney Islands MPP could be formally established with commencement of the local delivery of statutory regional marine planning functions within Quarter 2 of 2019.

5. Orkney Marine Environment Project

5.1.

The Council submitted a European Maritime and Fisheries Fund (EMFF) application on 31 July 2019 to deliver the Orkney Marine Environment Project (OMEP). The total cost of the project is £119,985 and it is proposed that the project would be 100% funded by the EMFF. The OMEP aims to improve the availability and accessibility of marine environmental, social and economic data for the purposes of marine planning, management, education and awareness raising. The project will deliver an Orkney Islands State of the Environment Assessment for the marine region out to 12 nautical miles. This assessment is required in advance of preparing a statutory

regional marine plan and will establish a baseline for the purposes of monitoring and evaluating the effectiveness of marine planning policies and objectives. Data on social and economic activities will form part of the assessment to promote sustainable economic growth including the consideration of any significant pressures from human activities on the environment.

5.2.

The OMEP will support the Education, Leisure and Housing Service to deliver a Seas and Coasts interdisciplinary learning project in the Easter/Summer term in 2020. The Seas and Coasts project will provide learning opportunities on marine environment, economic and sustainability issues to primary and secondary pupils across all Orkney schools.

5.3.

A decision on the EMFF funding application is anticipated in early November 2018. Should the application be successful the project is scheduled to commence in January 2019 and be completed by September 2020.

6. Human Resource Implications

6.1.

It is proposed that the Development and Marine Planning team would deliver statutory regional marine planning functions and the operational aspects of the Orkney Islands Marine Planning Partnership. A new full-time post of Marine Planner and 0.6 full-time equivalent post of Planning Policy Support Officer would be required to support the delivery of these functions.

6.2.

The Posts of Marine Planner and Planning Policy Support Officer have an approved job description and person specification, attached as Appendix 2 to this report, and are graded G9 and G5 respectively.

6.3.

The posts will be recruited to in accordance with the Council's policy on Recruitment and Selection.

7. Links to Council Plan

The proposals in this report support and contribute to improved outcomes for communities as outlined in the Council Plan strategic priorities of Thriving Communities, Enterprising and Quality of Life.

8. Links to Local Outcomes Improvement Plan

The proposals in this report support and contribute to improved outcomes for communities as outlined in the Local Outcomes Improvement Plan priorities of Strong Communities and A Vibrant Economy.

9. Financial Implications

9.1.

The Cabinet Secretary, Roseanna Cunningham, has announced that Orkney will be the next region to take forward regional marine planning and Marine Scotland has stated they are committed to the Orkney Islands Marine Planning Partnership and providing resources. The additional staff resource, detailed in section 6 above, to deliver the proposed marine planning functions will incur an annual cost to the Council of £60,100 based on 2018 to 2019 costs. Administration, IT, travel and subsistence costs of £7,050 per annum would be required for the marine planning function. Therefore, the total annual cost to the Council would be £67,150.

9.2.

Marine Scotland currently provides an annual grant to the Council to support development of the Orkney Islands Marine Planning Partnership. In financial year 2018 to 2019 this grant is £35,000. Budgets for Regional Marine Planning Partnerships are confirmed by Marine Scotland on an annual basis following the allocation of the overall Scottish Budget. With this in mind, it is not possible to formally confirm the 2019 to 2020 budget at present. However, Marine Scotland envisage that the OIMPP will be funded to the level of £68,000 per year, starting from 2019 to 2020. Following this, the grant will be confirmed on an annual basis. It is anticipated that the grant for the first year of delivering the Orkney Islands Marine Planning Partnership and associated marine planning functions, which is anticipated in financial year 2019 to 2020, will be confirmed in Quarter 4 of the current financial year.

10. Legal Aspects

10.1.

The Marine (Scotland) Act 2010 and the UK Marine and Coastal Access Act 2009 provide the statutory framework for marine management. The Marine (Scotland) Act 2010 legislates for marine planning, licensing and conservation activities in Scottish inshore waters (0-12 nautical miles). The UK Act provides executive devolution to Scottish Ministers for marine planning, licensing and conservation powers in the offshore region (12-200 nautical miles).

10.2.

The Marine (Scotland) Act 2010 established responsibility for Scottish Ministers to prepare a national marine plan for Scotland and regional marine plans for the eleven adopted Scottish Marine Regions. The Act requires that the national marine plan must be in conformity with the current UK Marine Policy Statement and regional marine plans must be in conformity with the adopted national marine plan unless relevant considerations indicate otherwise. The Marine (Scotland) Act 2010 makes provision for Scottish Ministers to delegate functions in relation to regional marine plans to a nominated person(s) and public authorities with an interest in the region.

10.3.

The Marine Acts require that public authorities must take authorisation or enforcement decisions in accordance with the adopted national marine plan and the appropriate regional marine plan, unless relevant considerations indicate otherwise. Public authorities must also have regard to these marine plans in taking other decisions if they impact on the marine environment.

10.4.

Section 27 of The Islands (Scotland) Act will enable the Council to deliver regional marine planning as a single public authority. The Council awaits confirmation from Scottish Government when this section comes into force. Council officers have had discussions with Marine Scotland regarding the process for an application under Section 27. The process will be separate from a direction under sections 12 and 13 of the Marine (Scotland) Act 2010.

10.5.

A direction from Scottish Ministers under sections 12 and 13 of the Marine (Scotland) Act 2010 would also be necessary in the formal establishment of the MPP and the delegation of regional marine plan functions. Formal notice is required giving 28 days for representations stating reasons for supporting or objecting to the intention by Scottish Ministers to delegate regional marine plans functions to a delegate. Following a direction from Scottish Ministers, the Council will be required to provide the details of the advisory group governance arrangements within an agreed time period following the ministerial direction.

10.6.

The Scottish Crown Estate Bill, was introduced to the Scottish Parliament on 24 January 2018. One of the purposes of the Bill is to establish provisions to allow Scottish Ministers to transfer management of Scottish Crown Estate assets. The Pilot Scheme, referred to at section 4.8 above, does not require any legislation and is separate from the Parliamentary process of the Scottish Crown Estate Bill. It is anticipated that the outcomes of the Scheme may help to inform implementation of The Scottish Crown Estate Bill.

10.7.

Although a formal MPP has not yet been established, the proposed pilot would operate as if it does, with the Council as a single partner and the lead delegate.

11. Contact Officers

Gavin Barr, Executive Director of Development and Infrastructure, extension 2301, Email gavin.barr@orkney.gov.uk

Roddy Mackay, Head of Planning, Development and Regulatory Services, extension 2530, Email roddy.mackay@orkney.gov.uk

Stuart West, Planning Manager (Development and Marine Planning), extension 2816, Email stuart.west@orkney.gov.uk

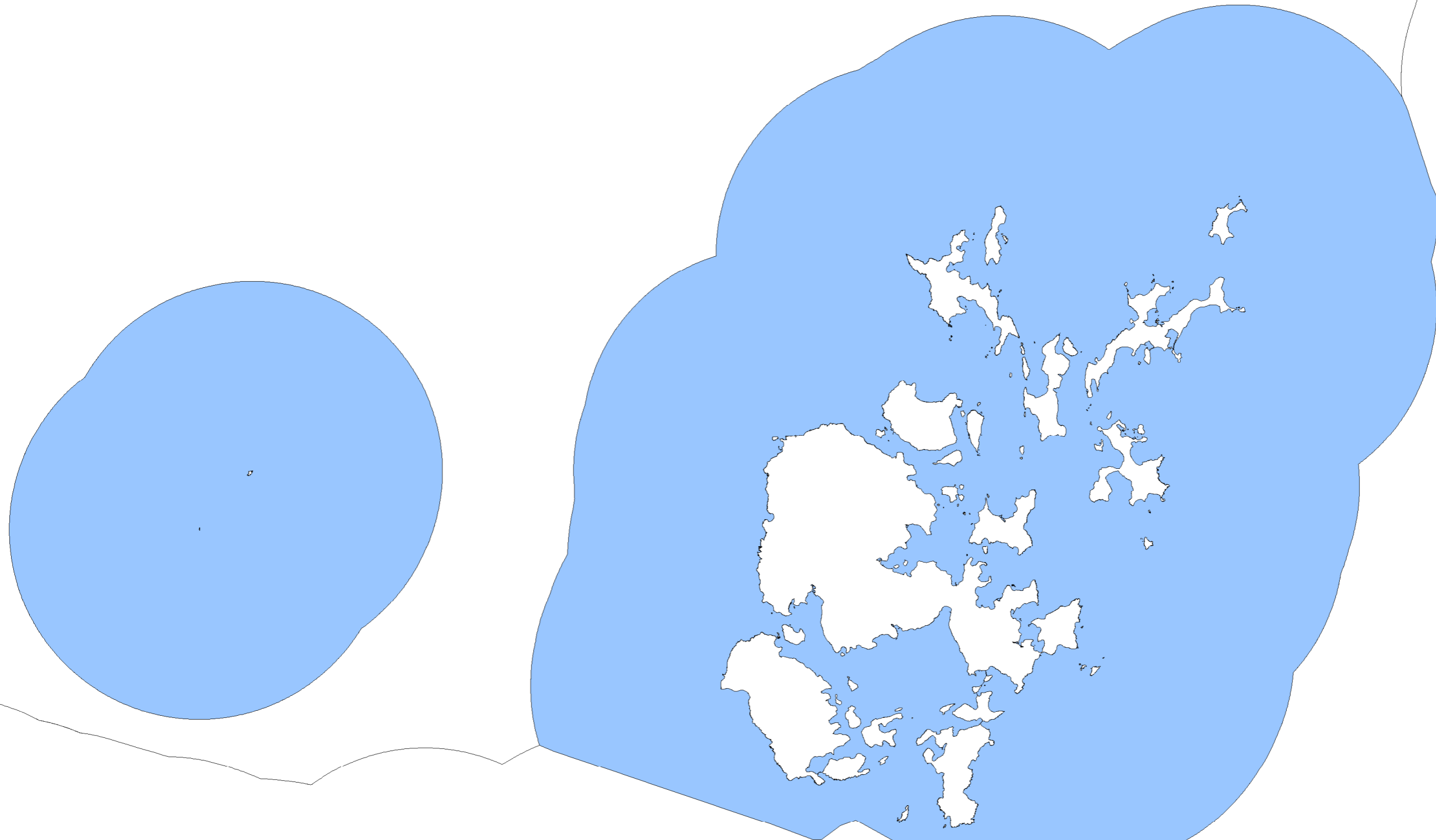
James Green, Senior Policy Planner (Development and Marine Planning), extension 2516, Email james.green@orkney.gov.uk

12. Appendices

Appendix 1: Orkney Islands Scottish Marine Region Map.

Appendix 2: Marine Planner and Planning Policy Support Officer – Job Descriptions.

Orkney Islands Scottish Marine Region



Scottish Marine Regions

 Orkney Islands

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Development & Marine Planning: 10/05/2018



ORKNEY
ISLANDS COUNCIL

1. Service	Development and Infrastructure
2. Service Area/Function	Development and Marine Planning
3. Job Title	Marine Planner
4. Location	Development and Marine Planning, Council Offices, School Place, Kirkwall
5. Reporting To	Planning Manager, Development and Marine Planning
6. Grade	G9
7. Job Evaluation Reference	A4972
8. Competency Band	B1

9. Job Purpose

To take a leading role in delivering the delegated functions conferred under the Marine (Scotland) Act 2010 to prepare, monitor and keep under review the Orkney Islands Regional Marine Plan (including associated assessments, marine related supplementary guidance, other planning policies and the implementation of strategic projects)

10. Job Specific Duties and Responsibilities

The main duties will involve:-

Supporting the preparation, monitoring and review of the Regional Marine Plan including having responsibility for key marine related policies and projects, liaising with stakeholders, development of strategy and policy with minimal supervision from senior management;

Having responsibility for the production and review of marine related supplementary guidance, other planning policy statements, and site development briefs with minimal supervision from senior management;

Supporting and facilitating integration between terrestrial and marine planning policy and projects at the local and national level;

Preparation and review of assessments related to the Regional Marine Plan including a state of the environment assessment, strategic environmental assessment, business regulatory impact assessment and equalities impact assessment;

Carrying out public participation, publicity, and other project work associated with marine planning policy development including preparation for and presentation at public consultation events and directing the proper recording and dissemination of consultation responses;

Provision of effective responses to enquiries by the public and other key external stakeholders who interact with the planning service and internal departments relating to planning policy, including unanticipated problems/situations.

Taking a central role in contributing to the implementation of the Regional Marine Plan and planning projects;

Preparation of committee reports on marine planning issues in a timely fashion and in a manner which makes them readily understood, presenting to Committees and dealing effectively with enquiries from Elected Members;

Developing and maintaining effective communication with staff of Marine Scotland, other Council Services, members of the public, the Council Communications Office and with statutory and other consultees, to explain and discuss marine planning issues;

Providing comments and advice to Development Management in response to consultations on proposals (mainly planning applications and works licences) for developments which could impact on the marine and coastal environments;

Providing advice or comment when consulted during pre-application consultation under the Marine Licensing (Pre-application Consultation) (Scotland) Regulations 2013;

Providing advice or comment to Marine Scotland when acting as a statutory consultee in the marine licensing processes under the Marine Licensing (Consultees) (Scotland) Order 2011;

Organise meetings for and provide secretariat services to the Orkney Islands Marine Planning Partnership Advisory Group;

Making public presentations on marine planning issues to relevant stakeholders;

Performing any other duties and responsibilities as may be appropriate to ensure the efficiency and effectiveness of service delivery, as directed by the Head of Planning and Regulatory Services.

11. General Duties and Responsibilities

Responsibility for Employees

No responsibilities for staff but will Undertake research and information gathering to inform policy formulation including the direction of others;

Financial Resources

Contributing to the monitoring of small budgets and being accountable and responsible for ensuring value for money and effective utilisation of financial resources;

Information Systems

Operating computer systems within the service and maintaining and where appropriate relevant information systems;

Working Environment

The postholder will predominately be office based, but duties and responsibilities will involve travelling between locations both within and out with the Council's administrative boundaries.

Communication

The postholder will be required to deal with members of the public, service users, external agencies, elected members, senior management and other internal Council Services.

12. Corporate Responsibilities

As an employee of Orkney Islands Council the postholder is required to:-

Observe the Council's policies with regard to the data protection and confidentiality of information.

Observe the Council's Health and Safety and Risk Management policies particularly in relation to being a VDU operator.

Be aware and adhere to the Council's policy on Equal opportunities and Diversity.

Undertake any training as necessary to carry out the duties of the post.

Participate in the Employee Review and Development Scheme as appropriate.

Undertake any other work as required up to and commensurate with the grade for the post.

The post holder may be called upon to support the response required to an emergency in line with the Civil Contingencies Act 2004.

13. Criminal Records Checks - please select the relevant option(s)

- This post does not require a check on criminal conviction history
- Under the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Amendment Order 2015 you are required to disclose all criminal convictions from the 'offences which must always be disclosed' list and non-spent convictions from the 'offences which are to be disclosed subject to rules' list.
- This post requires a satisfactory Basic Police Act Disclosure check.
- This post requires a satisfactory Standard Police Act Disclosure check.
- This post requires a satisfactory Enhanced Police Act Disclosure check.
- This post requires PVG Scheme membership in respect of regulated work with Children.
- This post requires PVG Scheme membership in respect of regulated work with Adults.

If you are unsure of which options are appropriate to the post please seek advice from Human Resources, the ability to undertake criminal conviction history checks is governed by legislation and will not be carried out unless permitted under legislation. Human Resources retain a list of all posts within the Council for which criminal conviction checks are permitted and the type of check to be carried out.

14. Significant/Regular demands associated with the Role

Task	Relevant (please tick) ✓	Task	Relevant (please tick) ✓
Driving (Car/Van)	✓	Exposure to Excessive noise	
Driving (HGV/PCV)		Use of vibrating tools	
Display screen use	✓	Contact with skin irritants	
Food handling		Contact with lung irritants	
Lone working	✓	Work involving strenuous effort	

Shift working		Working at height	
Night working		Working in static and/or awkward positions	
Working with people requiring physical assistance		Working in confined spaces	
Working with people with challenging behaviour		Sea going post	
Working with vulnerable adults		Wearing breathing apparatus	
Working with children		Working in close proximity to traffic	
Administration of prescribed medication		Other (please specify)	

Where any of the above are regular and/or significant demands for the role, please ensure that this is indicated. This is not intended to cover ad-hoc/infrequent/occasional demands.

15. Politically Restricted Post

Yes (where indicated only)

This post is classed as a politically restricted post under the provisions of the Local Government and Housing Act 1989.

16. Contractually Required Professional Registration

Holding, maintaining and evidencing as requested registration with the identified professional body/organisation is a contractual requirement of working in this post. The specific level of registration required to be held is specified in the Person Specification under Qualification/Attainments.

- General Teaching Council for Scotland (GTCS)
- Scottish Social Services Council* (SSSC)
- The Law Society of Scotland
- The Chartered Institute of Personnel and Development (CIPD)
- Other, please specify below:

* or other relevant professional accepted by the SSSC.

17. Unsocial and Other working arrangements relevant to this post

The working pattern for this post requires that contractually you are required:

- To work on a rota that requires regular 5 day over 7 working including weekends for which you will be paid 10% Unsocial Hours Allowance;
- To work on a rota that requires regular 5 day over 7 working including weekend and nights for which you will be paid 15% Unsocial Hours Allowance;
- To work all contracted hour at weekends, for which you will be paid a 25% Unsocial Hours Allowance;
- To work all contacted hours during the night, for which you will be paid a 33% Unsocial Hours Allowance;
- To participate in a rota of Sleep In cover at your place of work, for which you can claim sleep over allowance;
- To participate in a standby duty rota, for which you can claim standby allowance.
- To work additional hours depending on the exigencies of the services.

18. Agreement of Job Description

	Signature	Date
Manager: [Redacted Signature] 17. 9. 18
Human Resources: [Redacted Signature] 17/9/18

19. Employee Acceptance of Job Description

Signature: Date:

PERSON SPECIFICATION

Service: Development and Infrastructure		Area: Development and Marine Planning	
Post Title: Marine Planner			
Factor	Criteria	Essential or Desirable	How Assessed *
Knowledge and Experience	Relevant Experience in marine planning, marine ecology or marine resource management.	Essential	Application Form
	Sound knowledge of the issues affecting the sustainable management of the marine environment in the Orkney context.	Essential	Application Form
	Sound knowledge of relevant marine planning and management legislation and practice.	Essential	Interview
	Experience in project management and inter-disciplinary working.	Essential	Application Form
	Working knowledge of IT applications, particularly in relation to Microsoft Office e.g. Word and Excel.	Essential	Application Form
	Working knowledge of GIS packages.	Desirable	Application Form
	Experience of making professional presentations.	Essential	Interview
	Experience in marine policy or plan making	Desirable	Interview
	Experience of working within, or knowledge of a local government department or similar public sector organisation.	Desirable	Interview
	Experience of facilitating stakeholder consultation associated with planning functions.	Desirable	Interview
	An appreciation of rural and island communities and of the special issues facing them.	Desirable	Interview
Experience of carrying out	Desirable	Interview	

	strategic environmental assessment.		
Qualifications/ Attainments	A Degree in marine planning, planning, marine resource management, marine ecology or relevant discipline.	Essential	Application Form
	Full member of a relevant professional organisation or body.	Desirable	Application Form
Other Requirements	Ability to travel efficiently and effectively between various work locations within Orkney to meet the operational requirements of the Service.	Essential	

Core Competencies – These are the target behaviours the post holder should display
(Competencies are Essential criteria and are assessed as part of the interview process)

Being Customer/client focused	<ul style="list-style-type: none"> • Promotes the importance of quality customer/client services within the team and aims to exceed customer/client expectations. • Identifies opportunities to improve the way the team delivers customer/client services. • Ensures teams correctly identify customer/client needs and provide satisfactory solutions. • Takes personal responsibility to manage customer/client relationships. • Implements service improvements. • Monitors quality of service.
Working effectively with others	<ul style="list-style-type: none"> • Treats team members fairly and equally, recognises and demonstrates appreciation of their contribution. • Identifies with and has a shared commitment to achieving team objectives. • Shares knowledge and information with others. • Thanks others for their contribution and efforts. • Fosters good working relationships with teams in own service. • Actively seeks others input and values their contribution.
Managing Change	<ul style="list-style-type: none"> • Reacts positively to change. • Is flexible and adapts plans in response to change. • Prepares and supports team members during periods of change. • Constructively challenges current thinking and procedures and offers alternative solutions. • Gains acceptance of necessary changes by communicating their benefits with conviction and enthusiasm.
Taking ownership and responsibility	<ul style="list-style-type: none"> • Takes the initiative to start activities or actions. • Recognises when a decision is needed and commits to act. • Is proactive, acts quickly to address current issues. • Seeks feedback and takes appropriate action. • Takes responsibility for personal development. • Modifies own behaviour to influence different situations.
Communicating effectively	<ul style="list-style-type: none"> • Uses positive appropriate language in all situations. • Communicates clearly and concisely to influence others. • Uses a variety of methods to communicate in the most effective manner. • Creates a positive confident impression. • Uses interpersonal skills to have a positive impact in meetings. • Keeps written messages simple.
Planning and	<ul style="list-style-type: none"> • Regularly monitors progress and takes corrective action to ensure

decision making	<p>priorities are met.</p> <ul style="list-style-type: none">• Gathers information from several readily available sources.• Considers information objectively to establish logical options and generate solutions.• Considers options and risks before making decisions.• Determines resources and co-ordinates work logically to ensure tasks are completed effectively.
Leadership	<ul style="list-style-type: none">• critically reflects own leadership skills and abilities, and takes responsibility for using and developing these• seeks feedback and evidence to continually enhance own leadership capability.• resilient and focuses on outcomes.• works collaboratively towards a shared purpose and to inspire change• values and respects the contributions of service users and colleagues• shares information and promotes effective knowledge management



ORKNEY
ISLANDS COUNCIL

1. Service	Development and Infrastructure
2. Service Area/Function	Planning and Regulatory Services – Development and Marine Planning
3. Job Title	Planning Policy Support Officer
4. Location	Council Offices, Kirkwall
5. Reporting To	Planning Manager (Development and Marine Planning)
6. Grade	G5
7. Job Evaluation Reference	A4881
8. Competency Band	A

9. Job Purpose

To provide technical support to enable the effective and efficient operation of the Development and Marine Planning function, including issuing consultations, scanning and logging responses, undertaking research and public engagement and managing the Development Planning database.

10. Job Specific Duties and Responsibilities

- Undertaking monitoring of the Local Development Plan Policies and related guidance to inform its cyclical review (including, where required, undertaking Housing Land Audits, Open Space Audits, Vacant and Derelict Land Audits).
- Ensuring the timeous return of acknowledgements and feedback to parties who made representations during consultation exercises.
- Undertaking research to inform the formulation of new planning policy documentation.
- Undertaking public engagement on discrete project work to ascertain public opinion at an early stage in the policy making process.
- Representing the Development and Marine Planning function at internal and external meetings and events in relation to relevant planning matters.
- Assisting colleagues at large and complex stakeholder engagement events.
- Leading on projects relating to planning policy and/or planning property assets.
- Supporting Senior Officers in more complex projects through research, public engagement and taking records at meetings with other council services, external bodies, members of the public and elected members.
- Processing and filing invoices relating to specific projects to enable claims for external grant funding to be effectively and efficiently made.
- Acting as the first point of contact for the Development and Marine Planning Function by telephone and managing the email account of the team.
- Contacting relevant stakeholders and Key Agencies in relation to draft planning policy documents and undertaking consultations.
- Allocating Development Management and Woodland Grant consultation requests to officers and ensuring that responses are received in a timeous manner.
- Assisting with the neighbour notification process in terms of land allocations, including checking the list of notified neighbours.

- Updating the planning database with correspondence received.

11. General Duties and Responsibilities

Responsibility for Employees

No line management responsibility.

Financial Resources

Processing Development and Marine Planning invoices and retaining copies of all financial transactions in an orderly fashion to enable the effective and efficient claiming of external grant payments.

Information Systems

The postholder will be required to use a range of computer packages, including Microsoft Office and managing the Uniform Development Planning database.

Working Environment

The postholder will predominately be office based.

Communication

The postholder will be required to develop and maintain positive and effective communication with other Council staff including senior management, external customers, members of the public and other key agencies which interact with the Development and Marine Planning function.

12. Corporate Responsibilities

As an employee of Orkney Islands Council the postholder is required to:-

Observe the Council's policies with regard to the data protection and confidentiality of information.

Observe the Council's Health and Safety and Risk Management policies particularly in relation to being a VDU operator.

Be aware and adhere to the Council's policy on Equal opportunities and Diversity.

Undertake any training as necessary to carry out the duties of the post.

Participate in the Employee Review and Development Scheme as appropriate.

Undertake any other work as required up to and commensurate with the grade for the post.

The post holder may be called upon to support the response required to an emergency in line with the Civil Contingencies Act 2004.

13. Criminal Records Checks - please select the relevant option(s)

- This post does not require a check on criminal conviction history
- Under the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Amendment Order 2015 you are required to disclose all criminal convictions from the 'offences which must always be disclosed' list and non-spent convictions from the 'offences which are to be disclosed subject to rules' list.

- This post requires a satisfactory Basic Police Act Disclosure check.
- This post requires a satisfactory Standard Police Act Disclosure check.
- This post requires a satisfactory Enhanced Police Act Disclosure check.
- This post requires PVG Scheme membership in respect of regulated work with Children.
- This post requires PVG Scheme membership in respect of regulated work with Adults.

14. Significant/Regular demands associated with the Role

Task	Relevant (please tick) ✓	Task	Relevant (please tick) ✓
Driving (Car/Van)		Exposure to Excessive noise	
Driving (HGV/PCV)		Use of vibrating tools	
Display screen use	✓	Contact with skin irritants	
Food handling		Contact with lung irritants	
Lone working		Work involving strenuous effort	
Shift working		Working at height	
Night working		Working in static and/or awkward positions	
Working with people requiring physical assistance		Working in confined spaces	
Working with people with challenging behaviour		Sea going post	
Working with vulnerable adults		Wearing breathing apparatus	
Working with children		Working in close proximity to traffic	
Administration of prescribed medication		Other (please specify)	

15. Politically Restricted Post

Yes (where indicated only)

This post is classed as a politically restricted post under the provisions of the Local Government and Housing Act 1989.

16. Contractually Required Professional Registration

Holding, maintaining and evidencing as requested registration with the identified professional body/organisation is a contractual requirement of working in this post. The specific level of registration required to be held is specified in the Person Specification under Qualification/Attainments.

- General Teaching Council for Scotland (GTCS)
- Scottish Social Services Council* (SSSC)
- The Law Society of Scotland

The Chartered Institute of Personnel and Development (CIPD)

Other, please specify below:

* or other relevant professional accepted by the SSSC.

17. Unsocial and Other working arrangements relevant to this post

The working pattern for this post requires that contractually you are required:

- To work on a rota that requires regular 5 day over 7 working including weekends for which you will be paid 10% Unsocial Hours Allowance;
- To work on a rota that requires regular 5 day over 7 working including weekend and nights for which you will be paid 15% Unsocial Hours Allowance;
- To work all contracted hour at weekends, for which you will be paid a 25% Unsocial Hours Allowance;
- To work all contacted hours during the night, for which you will be paid a 33% Unsocial Hours Allowance;
- To participate in a rota of Sleep In cover at your place of work, for which you can claim sleep over allowance;
- To participate in a standby duty rota, for which you can claim standby allowance.
- To work additional hours depending on the exigencies of the services.

18. Agreement of Job Description

	Signature	Date
Manager:  13-2-18
Human Resources:  13-2-18

19. Employee Acceptance of Job Description

Signature: Date:

PERSON SPECIFICATION

Service: Development and Infrastructure		Area: Planning and Regulatory Services – Development and Marine Planning	
Post Title: Planning Policy Support Officer (Development and Marine Planning)			
Factor	Criteria	Essential or Desirable	How Assessed *
Knowledge and Experience	Working knowledge and experience of relevant IT applications (e.g. Adobe PDF software, databases and MS Office).	Essential	Application Form and Interview
	A good understanding of the land use planning system in Scotland; including familiarity with the process for adoption of Local Development Plans and of formal land allocations.	Essential	Application Form and Interview
	An appreciation of rural and island communities and of the special issues facing them.	Essential	Application Form and Interview
	Working knowledge of mapping/GIS packages.	Desirable	Application Form and Interview
	Knowledge and experience of IDOX and Uniform.	Desirable	Application Form and Interview
	Knowledge of the planning applications determination process.	Desirable	Application Form and Interview
	Knowledge of copyright and data protection issues.	Desirable	Application Form and Interview
	Experience working in Planning or similar Local Government function.	Desirable	Application Form and Interview
Experience of undertaking public consultation and dealing directly with members of the public.	Desirable	Application Form and Interview	
Qualifications/ Attainments	Education to HNC or SVQ level 3 in English, Geography, Information Technology or similar relevant subject.	Essential	Screening Question and Application Form
	OR Where essential qualification is not held a minimum of 2 years' experience of technical and electronic document handling issues and computer literacy.		

Other Requirements	Ability to travel efficiently and effectively between various work locations within Orkney to meet the operational requirements of the Function.	Essential	Screening question
Core Competencies – These are the target behaviours the post holder should display (Competencies are Essential criteria and are assessed as part of the interview process)			
Being Customer/client focused	<ul style="list-style-type: none"> ▪ is respectful and courteous to customers/clients ▪ understands and resolves customer/clients' needs ▪ takes opportunities to improve customer/client services ▪ is aware of service levels expected and strives to meet them ▪ seeks and acts on feedback from customers/clients ▪ supports others when dealing with customers/clients 		
Working effectively with others	<ul style="list-style-type: none"> ▪ treats others in a fair and equal manner ▪ considers and respects other peoples' ideas/opinions ▪ co-operates with others in the workplace ▪ adapts own views and ideas for the good of the team ▪ goes out of their way to help others. 		
Managing Change	<ul style="list-style-type: none"> ▪ is willing to try new or different ways of working ▪ displays a flexible attitude to duties and responsibilities ▪ reprioritises own work when deadlines are changed ▪ helps others to adapt to change 		
Taking ownership and responsibility	<ul style="list-style-type: none"> ▪ manages own time effectively and works productively ▪ responds positively to feedback and takes appropriate action ▪ ensures own knowledge and skills are sufficient for the job ▪ considers how own behaviour affects others and changes accordingly ▪ recognises and acts when something needs to be done 		
Communicating effectively	<ul style="list-style-type: none"> ▪ listens carefully and asks questions if understanding is unclear ▪ uses simple and clear language ▪ seeks advice when necessary ▪ provides clear and accurate information ▪ uses appropriate body language and eye contact 		
Planning and decision making	<ul style="list-style-type: none"> ▪ works in a planned and organised way ▪ follows instructions and procedures ▪ understands what decisions can be taken within own duties and makes them when required ▪ takes account of available resources when planning own work activities. 		
Leadership	<ul style="list-style-type: none"> ▪ recognises own leadership skills and abilities, and takes responsibility for using and developing these ▪ seeks feedback from others to motivate and improve own leadership. ▪ resilient and finds ways through challenging situations. ▪ identifies and works towards a shared purpose or goals ▪ values and respects the contributions of others. ▪ shares information and promotes effective knowledge management 		