



MINISTRY OF LOCAL GOVERNMENT & RURAL DEVELOPEMENT
LOCAL AUTHORITY
JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Physical/Urban Planner
JOB GRADE:	SOG/ST 7
POST NUMBER	
BRANCH:	Physical Planning and Sustainable Development
SECTION:	
REPORTS TO:	Director, Physical Planning and Sustainable Development
MANAGES:	

This document is validated as an accurate and true description of the job as signified below

Employee

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date

1. STRATEGIC OBJECTIVES OF THE BRANCH:

To develop the required plans and programmes to design communities or other physical spaces that enhance the quality of life and experience of users and local inhabitants and ensure that Local Authorities, guided by national legislation and policy, execute their function of urban, rural and town planning in a manner which embodies sustainable development and advances Jamaica's national goals within their jurisdiction.

2. JOB PURPOSE

Under the general direction of the Director, Physical Planning, the Physical/Urban Planner is responsible for assisting the local authority with the development of land use plans and programmes to create communities that can accommodate population growth and to revitalize facilities and spaces that have outlived their use file. The planner will do this in a way that supports sustainable development.

By doing this, the planner will support the director in translating the policies of the local authorities to urban planning/community planning endeavors which enhance the quality of life of the citizens. The planner will also be instrumental in the effort by conducting meaningful research to inform technical advice and policy development.

3. KEY OUTPUTS

- Regional/sector/district plans developed
- Research Conducted to provide advise on the appropriate use of land and facilities
- Conduct site visits to determine factors affecting community development
- Plans to protect/preserve historical sites/monuments developed
- Plans for traffic growth and management developed
- Environmental impact assessment studies completed
- Report produced
- Technical advice provided
- Work plan developed

4. KEY RESPONSIBILITY AREAS

Technical/Professional Responsibilities

- Prepares regional, sector and community plans which promote the proper development of land use
- Prepares physical layout plans for residential, commercial, institutional, recreational, industrial areas and tourism development
- Conducts socio-impact assessment and demographic studies

5. PERFORMANCE STANDARDS

- Regional/sector/district plans developed based on sound theories and models and submitted on time and required format
- Research conducted to provide advice and the appropriate use of land and facilities is sound, support by relevant data/theories and presented on time
- Impact assessment done according to established standards presented on time
- Site visits completed on time and factors affecting community and projects appropriately detailed and presented
- Report produced
- Technical advice/guidance and recommendations provided are sound and supported by qualitative/quantitative data;
- Individual work plans and those of officers in the division are developed and performance monitored according to established principles
- Reports are evidence-based and submitted in a timely manner;
- Confidentiality, integrity and professionalism displayed in the delivery of duties and interaction with staff.

6. INTERNAL AND EXTERNAL CONTACTS

Internal Contacts (required for the achievement of the position objectives)

Contact (Title)	Purpose of Communication
Director of Planning/CEO	<ul style="list-style-type: none">• Receive instructions/directions• Provide updates on status of division and or assignments;• Advice on new issues or development and propose alleviating strategies
Other technical staff GIS Officer	<ul style="list-style-type: none">• Provide advice/update and exchange information

External Contacts (required for the achievement of the position objectives)

Contact (Title)	Purpose of Communication
Ministry of Local Government and Community Development – technical services	<ul style="list-style-type: none">• Receive policy directives• Receives clarification/guidance
MDAs and private sector, NGO's	<ul style="list-style-type: none">• Receives updates, information to better collaborate on technical project/infrastructure work in the parish
NEPA	<ul style="list-style-type: none">• Receive information on sustainable development issues/concerns
PDCs, CDGs, NGO	<ul style="list-style-type: none">• Engage and receive information to inform sustainable development plans

7. AUTHORITY

- Comments on/signs off on development plans

- Conducts transportation and traffic management studies and advise on trends and ways to cauterize traffic stresses and issues
- Prepares transport assessment/feasibility studies (and or collaborate with other state entity in conducting relevant information) to inform development planning
- Conduct site visits of proposed development to determine or better inform written proposals submitted to the authority
- Participates in discussions/concerns raised about breaches of development approval
- Participates in disaster risk assessment and emergency management initiatives of the authority
- Participates in Town Hall meetings/other fora to formulate identify issues affecting land use and formulate strategies for the approval of the local authority
- Assists with the review of development plans for approval or otherwise (and recommendations for changes/adjustments
- Collaborates with other state actors/regulators to improve refuse management
- Drafts programs/plans to improve slumps and other social housing projects
- Works through council to advocate on behalf of residents on issues affecting property rights and usage
- Works/collaborates with relevant state agencies to preserve and promote historical sites and monuments
- Assists the director with the provision of technical advice, divisional plans and budget and the maintenance of divisional policies and manuals
- Mainstreams sustainable development principles into Rural development, spatial planning, and disaster risk management
- Promotes the use GIS systems and technologies to improves accuracy in designs, estimates and projections
- and build rapport with staff and actors in the external environment so that data/information can be received to put the CEO and Council on notice on emerging issues;
- Keeps abreast of international best practices in urban planning and its impact on the city and community development and related science with a view to improving the efficiency and effectiveness of the breadth and in achieving objectives

Human Resources Responsibilities

- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the vision, mission and goals of the local authority;
- Develops individual work plans
- Ensure that the work plans for staff in the division are developed and delivered to the human resource unit

Other Responsibilities

- Performs all other related duties and functions as may be required from time to time.

- Collaborate with external technical expertise to inform internal plans and programmes

8. REQUIRED COMPETENCIES

Core

- Highly developed professional disposition
- Good oral communication
- Good written communication
- Customer/citizen focused orientation
- Teamwork & Cooperation
- Unquestioned integrity
- Developed interpersonal skills
- Ability to build rapport with team/stakeholders to harness collective solutions
- Possess innovativeness in resolving disputers
- Possess the relevant skills to use and manipulate relevant ICT hardware and software

Technical

- Ability to identity data and analyze trends
- Experience in using geographic information software
- Ability to conceptualize large scale plans and established milestones to complete projects
- Full scale understanding of the social and environmental effects of proposed plans and the best practices in design and aesthetics
- Knowledge of transport planning and environment mental impact assessment
- Good knowledge of the regulatory controls and approval processes for building development/approval;
- Good knowledge of relevant legislation: eg Town and Planning Act
- Well-developed skills in stakeholder engagement
- Excellent human relations,
- Good problem solving

9. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- BSc in urban planning or related field
- At least 5 years progressive work experience in the urban planning or related area

10. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Some amount of travel to conduct site visits in environmentally unfriendly environment and exposure to the elements

- The working environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure.