



NATIONAL ENVIRONMENT AND PLANNING AGENCY

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Senior Physical Planner
JOB GRADE:	7
POST NUMBER:	140230
DIVISION:	Spatial Planning
BRANCH:	National Spatial Strategy
REPORTS TO:	Manager National Spatial Strategy
MANAGES:	Physical Planners

This document is used as a management tool and specifically to enable the classification of positions and the evaluation of the performance of the post incumbent.

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

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/revised

Strategic Objectives of the Division/Branch:

The Spatial Planning Division (SPD) proactively leads, guides, manages and directs spatial development within Jamaica to enable sustainable development of its resources. The work of the Division is carried out in two Branches and a unit namely:

Local Area Planning Branch - Prepares Development Orders (DO) and Development Plans (DP). Develops and implements strategies to continuously review regional plans and local area plans to guide decision making on the use and development of lands. Develops policy, plans, guidelines and standards to complement the implementation of the DO and DPs. Provides technical assistance for planning and development control.

National Spatial Strategy Branch - Develops national policies / strategies on relevant sectors /issues e.g. land settlements, in consultation with internal and external partners to facilitate orderly and progressive development throughout the island. Undertakes preparation of National Atlas, National Spatial Plan and Strategy as well as National Settlement Strategy. Conduct national spatial planning studies/surveys. Identifies land requirements on a national level for various development activities.

GIS Unit - Coordinates all GIS activities within the Agency ensuring optimal use of all spatial data. Manages the agency's GIS Enterprise System and collaborates with other government Agencies and Non-Government Organizations (NGOs) on GIS Matters.

Job Purpose:

The Senior Physical Planner supervises the work of a team of planners in the conduct of research and other initiatives to inform the development of national spatial documents, policies and strategies for national sustainable development. The position also provides technical support in the processing of development applications for permits and licenses.

Key Outputs:

- Reports/research findings
- Draft planning documents
- Technical advice/recommendations
- Recommendations on applications reviewed
- Public education materials
- Direct reports work plans and performance appraisals

Key Responsibility Areas:

A. Administrative Responsibilities

1. Contributes to the preparation of the Branch's operational plans and budget; manages the implementation of initiatives related to the areas within the span of control to achieve established objectives and targets.
2. Contributes to the documentation of operating procedures and guidelines facilitate the efficient management and delivery of service from the Branch. .

3. Maintains the national spatial database.
4. Participates in the design and implementation of projects and the institutionalization of project outputs within the Division
5. Participates in the design and delivery of public education and community outreach programmes.
6. Represents the Branch/Sub-Division/Division/Agency at meetings and other functions as directed.

B. Technical/ Professional Responsibilities

1. Conducts/coordinates research to inform the development of planning documents, policies and regulations; leads the analysis of findings and preparation of required outputs.
2. Prepares/contributes the development/update of the National Atlas and other key planning documents; reviews and comments on inputs of team members ensuring technical rigor and procedural soundness.
3. Assists with the coordination and delivery of information sessions to stakeholders, interest groups and the general publics on the progress/development of national planning issues.
4. Provides technical support in the processing of spatial planning related applications including the preparation of submissions to the Internal and Technical Committees as required.
5. Leads/participates in collaborative initiatives internally and externally with public/private sector agencies for the development and implementation of planning programmes.
6. Provides technical support to local planning authorities, public and private sector organizations and civil society on planning matters including the design and delivery of technical training as required
7. Keeps abreast of trends and changes in spatial planning and recommends their use as appropriate to inform the work of the Branch.

C. Supervisory

1. Develops annual work plans for direct reports ensuring they are fully utilized in order to deliver against agreed work programme and achievement of the Unit's targets; monitors their performance and provides timely feedback to facilitate development of performance gaps and/or reinforcement of performance excellence; conducts performance appraisals within the guidelines provided by the HR Division.
2. Directs the development and oversees the implementation of initiatives to promote teamwork and cooperation within the Branch and contributes to building an environment that stimulates, motivates and keeps employees and project staff engaged.

3. Provides leadership to direct reports through effective objective setting, delegation and communication and ensures they are aware of, and adhere to the Agency's policies, procedures and regulations.

D. Other Responsibilities

The incumbent may, from time to time be assigned duties not specifically outlined within the job description but are however within the capacity, qualifications and experience normally expected from a person occupying this position.

Authority

The position incumbent is authorized to:

- Recommend staff leave

Performance Standards:

- Established team and personal, targets are consistently achieved
- Research methodology is sound and findings prepared and submitted in accordance with established procedures and standards.
- The National spatial database is current
- Draft documents are technically sound and produced in accordance with established procedures and standards
- Key outputs and deliverables are produced in keeping with established technical, professional and Agency standards.
- Sound and feasible advice is consistently provided
- Effective working relationship is maintained with industry professionals and other key stakeholders.
- Direct reports are consistently satisfied with the quality and timeliness of guidance and performance feedback provided.
- Confidentiality, integrity and professionalism are demonstrated in the execution of duties and personal conduct

Internal and External Contacts

(i) Internal

Contact (Title)	Purpose of contact
Applications Processing & DAC Branches	Technical support in review of applications
Public Education staff	Collaborate on development of public education materials and conduct of public education programmes

(ii) External Contact (required for the achievement of the position's objectives)

Contact (Title)	Purpose of Contact
Environmental NGO/private sector Agencies	Research, collaboration on planning projects and programmes
National Land Agency , Local Authorities	Information sharing
Stakeholder groups	Training/public education, research

Working Conditions

- Typical office environment

Required Competencies

- Good Interpersonal and presentation skills
- Excellent planning, organizing, and problem solving skills
- Excellent knowledge of local and international planning and sustainable development issues.
- Ability to effectively communicate at all levels
- Excellent research and analytical skills
- Competence in the use of data collection and analysis techniques and computer applications.

Minimum Required Education and Experience

- Undergraduate degree in physical planning Environmental Resource development/urban & Regional Planning Management/ /geography or related discipline.
- Certificate in Supervisory Management
- At least three years' experience in planning, development and the environment.