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| **JOB DESCRIPTION** |
| **DATE:**  |
| COMPANY: |  | JOB TITLE: |  URBAN & REGIONAL PLANNER |
| DEPARTMENT: |  | CURRENT INCUMBENT: |  |
| DIRECT SUBORDINATES: |  | INDIRECT SUBORDINATES: |  |
| BRIEF DESCRIPTION: | The post of urban and regional planner entails developing comprehensive plans and programmes for use of land and physical facilities of local jurisdictions, such as towns, cities, counties, and metropolitan areas. |
| QUALIFICATIONS & REQUIREMENTS: | * A bachelor’s degree or equivalent;
* Ability to give full attention to what other people are saying and to use logic and reason to identify the strengths and weaknesses of alternative solutions;
* Ability to consider the relative costs and benefits of potential actions to chose the most appropriate one.
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| COMPETENCIES: | * Integrity — Job requires being honest and ethical.
* Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.
* Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
* Cooperation — Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
* Initiative — Job requires a willingness to take on responsibilities and challenges.
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| TASKS: | * Assess the feasibility of proposals and identify necessary changes;
* Conduct field investigations, surveys, impact studies or other research to compile and analyse data on economic, social, regulatory and physical factors affecting land use;
* Coordinate work with economic consultants and architects during the formulation of plans and the design of large pieces of infrastructure;
* Create, prepare, or requisition graphic and narrative reports on land use data, including land area maps overlaid with geographic variables such as population density;
* Design, promote and administer government plans and policies affecting land use, zoning, public utilities, community facilities, housing, and transportation;
* Determine the effects of regulatory limitations on projects;
* Discuss with planning officials the purpose of land use projects such as transportation, conservation, residential, commercial, industrial, and community use;
* Hold public meetings with government officials, social scientists, lawyers, developers, the public, and special interest groups to formulate, develop or address issues regarding land use or community plans;
* Keep informed about economic and legal issues involved in zoning codes, building codes, and environmental regulations;
* Recommend approval, denial or conditional approval of proposals.
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| LINES OF COMMUNICATION: | SPECIFY |
| WORKING CONDITIONS: |  Indicate whether the position is half time or full time. List any unique working conditions such as hours etc. |
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| SIGNATORIES: |  |
|  | NAME: | DATE: | SIGNATURE: |
| INCUMBENT: |  |  |  |
| LINE MANAGER: |  |  |  |
| HR MANAGER: |  |  |  |