

## **JOB DESCRIPTION**

**JOB TITLE:** Planning Officer

### **JOB PURPOSE:**

The incumbent is required to provide support services to the Urban Planner and Head of Planning in developing, implementing and monitoring sustainable programs, plans and designs for the Company's residential estates to assist the operations of the Construction Company Limited in support of the mandate of the Trinidad and Tobago Housing Development Corporation.

### **WORKING RELATIONSHIPS:**

- Reports to the Head of Planning and Urban Planner.
- Works closely with Head of Planning and Urban Planner and other internal and external stakeholders.

### **MAJOR DUTIES & RESPONSIBILITIES:**

- Conducts investigation of land-use related activities (i.e. the development of land, encroachment issues and building operations/modifications issues).
- Conducts site assessments with project team members and other stakeholders to ensure work is done in accordance with approved standards, codes and specifications.
- Provides technical assistance to relevant internal stakeholders based on land use policies and regulations.
- Maintains an efficient record-keeping of relevant database (Land Asset Register/Statutory Approvals) of the department.
- Prepares submissions of relevant documents for approvals on behalf of the Corporation to relevant statutory agencies.
- Prepares and submits relevant reports in accordance with project schedule and the Company's requirements.
- Participates and contributes at public meetings and other forums as required on behalf of the Company.
- Liaises with internal and external stakeholders as required.
- Performs any other related duties and responsibilities consistent with the job title/position.

## **QUALIFICATIONS AND EXPERIENCE:**

- Bachelor's Degree in Urban Planning and Land Use; or equivalent qualification in a related discipline; or Land Management (Valuation); or related Engineering discipline.
- Three (3) years in a similar position; or
- Equivalent combination of training and experience.

## **KNOWLEDGE AND SKILLS:**

- Working knowledge of Statutory Approval Process specifically development standards and Town and Country Planning Ordinance.
- Ability to create and interpret site plans, maps and diagrams and use of related software.
- Experience in using or a desire to learn the required software.
- Ability to interpret drawings.
- Excellent Project Management skills, analytical and reasoning skills.
- Excellent investigative, analytical and reasoning skills.
- Excellent communication skills (oral, written and interpersonal).
- Proficient in MS Office (Outlook, Word, Excel, PowerPoint).
- Knowledge of design software such as Civil 3D and AutoCAD and other design software tools.

## **PHYSICAL REQUIREMENTS:**

- Prolonged periods sitting at a desk and working on a computer.
- Maybe required to work in outdoor weather conditions when required.
- You might travel around to a number of different sites.
- You would wear protective gear when on site, including hard hat, overalls and safety shoes.

