



<b>Job Title:</b>	Community Planner	<b>PP-SRS-GRD:</b>	S-0020-11
<b>Location:</b>	RAF Lakenheath	<b>Vacancy Number</b>	VA24 48CES RPA 210235
<b>Open Date:</b>	18 March 2024	<b>Close Date</b>	Open Until Filled
<b>Work Hour Per Week</b>	37.5	<b>Salary (Per Hour)</b>	£18.92ph - £26.56ph

**NOTE: Several vacancies may be available - multiple selections can be made from this announcement**

### **Main Purpose**

We are currently seeking a highly skilled and motivated individual to join a premier team of Community Planners at the 48 Civil Engineering Squadron, Royal Air Force Lakenheath, United Kingdom.

The primary purpose of this position is to serve as a Community Planner at an Air Force (AF) installation performing a wide range of comprehensive planning duties which involve problems conventional in nature, but of considerable scope. The conventional aspects of the duties are generally covered by precedent, professional practice, or policy. The successful applicant will provide ongoing development planning of the installation in support of the mission. Additionally, they will ensure compatibility between on and off installation development and land use and will also plan, program, budget, and execute required projects in support of assigned programs. Duties include the collection of data and the need to evaluate factors which affect the physical development of an installation.

If you're looking for a challenging, gratifying career supporting the US Visiting Forces in the United Kingdom -- this job is for you; apply today!

### **Knowledge and Experience Required**

*Applicants must demonstrate the following:*

1. Professional knowledge of community planning concepts, principles, theories, regulations, and methods to identify community needs and develop and maintain an installation master (development) plan and supporting programs.
2. Knowledge to gather, assemble, and analyze facts; draw conclusions; devise solutions to problems that are conventional in nature; and identify changes and trends.
3. Knowledge of automated systems and programs such as CADD, GIS, project tracking, and other software programs.
4. Knowledge of budget requirements for the program for current and out-years in compliance with the Anti-Deficiency Act.
5. Skill in defining project requirements and managing projects to completion within a contract schedule, budget, and scope.
6. Ability to relate the effect of community planning decisions on the mission and goals of the installation to persuade, motivate, and deal diplomatically with people.

### **Other Important Information**

- Hours of work: Start & end times may be modified due to mission needs and in accordance with organization's flexible working policies.
- Will be required to handle and safeguard sensitive information in accordance with applicable US and UK laws, rules, and regulations.
- Must obtain and maintain the appropriate security clearance.
- May be assigned other duties that are appropriate to the grade and skill set of the employee.
- May be required to travel by military and/or civilian aircraft in the performance of official duties or attend necessary training. Position may be coded as mission essential.
- A 6-month probationary period will be required.
- Overtime may be required.
- May be required to travel overnight to US or other countries in the performance of official duties or attend necessary training.

Other significant facts pertaining to this position are:

1. The 0020 series has positive education/experience requirements IAW OPM GS Qualification Standards.
2. The position requires the incumbent to possess a degree in a Community Planning or subject matter related field appropriate to the position (such as urban affairs, architecture, landscape architecture, engineering, sociology, geography, economics, political science), or public administration to include at least 5 months in the planning process or 1 year of work experience in community planning.

**You must submit appropriate certificates/documentation of the education along with course syllabus to verify the appropriate subject matter field and appropriate courses to qualify.**

Please refer to the link below for required qualifications: [Community Planning Series 0020 \(opm.gov\)](https://www.opm.gov/policy-data-oversight/qualifications/0020/)

### **Benefits**

- 25 days Annual Leave + UK Bank Holidays, Annual Leave year-to-year carryover in accordance with program policy
- Paid Sick Leave; year-to-year carryover in accordance with program policy
- Pension Scheme
- Life Assurance Scheme
- Employee Assistance Program (EAP)
- Free on-site parking
- Specialized Training provided throughout entire period of employment
- Development opportunities available
- Time off, cash and honorary awards and recognition available for significant contributions and consistent high performance
- Free access to on-site gym facilities

### **Who Can Apply**

- Citizens of the UK, Nationals of European Community (EC) Countries, and Commonwealth Citizens, other Foreign Nationals, and Stateless persons provided no restrictions have been imposed as a condition of continued residency in the UK.
- Applicants who have a minimum of five years consecutive residency in the UK are considered for this position; however, those who do not meet this criterion will be considered on a case-by-case basis. All successful applicants will require a security clearance.
- Please note pre-appointment security clearance requirements may delay start date.
- Proof of identification in the form of a photo ID will be required, for example a driving license or current passport.
- This position may have certain restrictions to US citizens due to the Status of Forces Agreement. For additional information contact the LNDH team on 01638 544955.

### **How To Apply**

Interested candidates must complete an application form obtainable from the Civilian Personnel Website; [https://www.mildenhall.af.mil/Portals/9/documents/civ\\_pers/AFD-150724-024.pdf?ver=2016-04-28-085219410](https://www.mildenhall.af.mil/Portals/9/documents/civ_pers/AFD-150724-024.pdf?ver=2016-04-28-085219410).

All applications must submit the following documents via email to [100fss.fsmc6@us.af.mil](mailto:100fss.fsmc6@us.af.mil) and received prior to the closing date to be considered for the position.

### **Required Documents**

- LNDH Application
- Curriculum Vitale and/or Resume

### **Optional Documents**

- Transcripts
- Certifications
- Letters of Recommendation
- Right to Work Documentation

### **Equal Opportunity Employer**

There will be no discrimination in employment practices based on gender, age, marital status, disability, race, nationality, religion or beliefs, sexual orientation, being or not being a member of a trade union.

