

**Job Description**

**Senior Planning Officer (Policy)**

**Grade: Level 11**

**Responsible To: Responsible For: n/a**

Planning Policy Team Leader

**About the job:**

As a Senior Planning Policy Officer, you will support the preparation and delivery of the Council’s Local Plan, preparing and reviewing policies, maintaining statutory registers and preparing monitoring reports. Delivering evidence for the Local Plan, you’ll carry out surveys, studies and appraisals, prepare briefs and tender invitations and support the selection of consultants and contractors. Additionally, you will provide advice regarding planning policy to the development management team, Councillors and members of the public, liaise with local authorities, agencies, organisations and other regional and national bodies and contribute to web content, social media, publications and events, and deputise for the team Leader in their absence when required.

**Role:**

* Assist the Team Leader to manage the Planning Policy function of the Council to prepare and update the Local Plan and any other relevant supplementary documents.
* Delegate tasks to more junior officers and assist with mentoring their development.
* Co-ordinate production of technical policy documents and evidence as required, preparing associated written reports and presentations.
* Commission/procure evidence where required from outside consultants.
* Assist the Team Leader to represent the Council at the Local Plan Examination, including preparing written representations and topic papers and acting as an expert witness as required.
* Coordinate monitoring work and assist in the production of the Authority’s Annual Monitoring Report.
* Provide policy interpretation to inform the determination of planning applications and assist in defending the Council’s case in planning appeals including representing the Council as an expert witness.
* Provide professional advice and guidance to elected members, officers, and members of the public in relation to planning policy matters and produce and present reports for relevant council meetings.
* Assist in identifying and delivering improvements to support the performance of the service.
* To lead or deputise for the team leader in the management and delivery of public participation, consultation and community involvement presentations and events.
* To acquire, collate, analyse, and store statistical records and other data, (including the Self Build and Custom Register, Brownfield register) using computerised systems including GIS wherever appropriate.

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| **Responsibilities:****Team:*** You will work with your colleagues to prioritise team objectives over individual objectives.
* You will support and respect your colleagues at all times.
* You will work together to share knowledge and experiences to improve your service.
* You will participate in development activities as required.

**Corporate:*** You will carry out your duties and responsibilities in line with the Health & Safety Policy and associated legislation.
* You will actively engage with customer care, value for money and performance management.
* Your duties will be carried out in line with our equality scheme.
* You will be compliant at all times with GDPR and data protection legislation.
* You will constructively participate in communication and promotional activities.

**Organisational:*** You will be prepared to take on responsibilities and projects that may be outside of your normal work area but are relevant to your role.
* You will support an inclusive culture which provides opportunities for everyone to participate and progress.
* You will support effective relationships across all Directorates, with stakeholders and external partners to ensure the Council’s priorities and objectives are met.
* You will positively promote and represent the Council at all times.
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| **What the successful candidate will have:**

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**Qualifications**

* Degree or Diploma in Town Planning
* Chartered Member of RTPI (Royal Town Planning Institute) (or be eligible/working towards)
* Driving licence

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| **Experience*** Experience of advising senior managers and elected members on planning policy matters.
* Minimum 3 years post qualification experience in planning, including Planning Policy.
* Proven experience of plan making policy assessments of planning proposals and developing policy solutions to secure the most appropriate outcome.
* Experience of presenting technical policy to Elected Members in formal committees.

**Knowledge** * A thorough understanding and awareness of current planning legislation, national planning policy and emerging new policy and proposed planning legislation.
* Strong technical knowledge of National Planning Policy Framework and Guidance, including plan making, housing need and delivery and supply.
* Demonstrable ability to take charge of personal development and to keep knowledge and skills up to date.

**Skills & Abilities*** Excellent communication and presentation skills both verbal and written.
* Effective in the use and development of computerised systems such as GIS, Excel,

Citizenspace (or equivalent system).* Ability to manage and prioritise own workload and work with limited supervision.
* Flexibility in responding to changing demands and willingness to be fully engaged in service improvements.
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