

## JOB DESCRIPTION and PERSON SPECIFICATION

<b>Post Title:</b>	Principal Planning Policy Officer
<b>Service Area:</b>	Planning & Strategic Growth
<b>Reports to:</b>	Planning Policy & Strategy Manager
<b>Scale:</b>	7

### Overall Purpose of Job

- To effectively lead on a number of Local Plan, Neighbourhood Planning and Strategic Planning matters.
- To provide supervision and mentoring to the junior members of the team to the overall aspirations of the team in plan making and other policy objectives.
- To lead and effectively project manage key and complex evidence documents to inform and support development documents, in particular the Local Plan
- To work closely with and assist the other members of the Development Strategy Team to ensure that all aspects of the service are constantly kept under review and improved and that the department is able to respond to events and workloads using a systems thinking and customer focussed approach.
- In the absence of the Planning Policy and Strategy Manager to line manage the team of professional officers.

### Key Roles, Tasks and Responsibilities

	<b>Key Roles, Tasks and Responsibilities</b>
1.	<p>To lead on the preparation, monitoring, project management and review of the Blaby District Local Plan in line with the prescribed legal process and national policy, including</p> <ul style="list-style-type: none"> <li>• To work within the scope of the work programme, and lead on a number of key areas.</li> <li>• To identify all and any evidence requirements and set up and maintain relevant databases.</li> <li>• To commission and project manage a range of complex evidence documents to inform the Local Plan.</li> <li>• To research and analyse complex data, reports, and policy as essential for Plan making</li> <li>• Drafting of Local Plan, including writing policies.</li> <li>• To lead on the preparation of public participation exercises, including representing the Council at exhibitions and meetings.</li> <li>• To collaborate with Local Plan statutory bodies including key local and national stakeholders and internal service areas.</li> <li>• Advising members of the public, parish councils, District Councillors and MPs, on the content of the Plan and procedures for its preparation.</li> <li>• To lead on the consideration and analysis of objections to the Plan.</li> <li>• Attending and to present at council and public meetings and exhibitions.</li> <li>• To prepare written evidence and act as an expert witness to defend Local Plan policy at Examination in Public.</li> <li>• Any other work associated with the Plan as required.</li> </ul>
2.	To support and guide the Planning Policy and Strategy Manager with collaborative working with neighbouring authorities on Strategic Planning, including matters relating to the Duty to Cooperate.
3.	To represent and defend the Council's planning policy position externally, including at Public Examinations and meetings.

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4.	<p>To lead on work concerning the development of Neighbourhood Development Plans, in accordance with statutory and local requirements. This will include:-</p> <ul style="list-style-type: none"> <li>• Providing professional support and advice to the Neighbourhood Plan Group</li> <li>• Attending meetings/working parties</li> <li>• Preparation of reports to Council</li> <li>• Appoint and provide support to the Independent Examiner, including liaising and supporting the Independent Examiner.</li> </ul>
5.	<p>To provide supervision and mentoring to the junior members of the team to the overall aspirations of the team in plan making and other policy objectives.</p>
6.	<p>To lead on the preparation of Supplementary Planning Documents, in accordance with statutory and local requirements, including:-</p> <ul style="list-style-type: none"> <li>• Undertaking surveys, research and analysis, as appropriate.</li> <li>• Liaison and consultation with other service areas of the Council and external organisations</li> <li>• Drafting policies and supporting material.</li> <li>• Preparation of reports to Cabinet.</li> </ul>
7.	<p>In the absence of the Planning Policy and Strategy Manager to line manage the team of professional officers to fulfil the Council's objectives and statutory duties in respect to development planning and planning policy.</p>
8.	<p>To assist Development Services in the processing of complex planning applications and planning appeals by means of:-</p> <ul style="list-style-type: none"> <li>• The provision of pre-application advice to developers or their agents on the interpretation and implications of National, Strategic and Local Planning Policy and Guidance.</li> <li>• Providing the Case Officer with advice on, or interpretation of, the implications of National, Strategic and Local Planning Policies and Guidance.</li> <li>• Assisting with the preparation and presentation, when appropriate, of reports and recommendations to Cabinet and Committee; and</li> <li>• The preparation of evidence and appearing as expert witness at planning appeals.</li> </ul>
9.	<p>To write commissioning briefs for professional consultants to advise the Council on technical matters essential to support plan making, for example whole plan viability, including:</p> <ul style="list-style-type: none"> <li>• Effectively manage the tender, assessment and appointment in accordance with statutory requirements and Council policy, including procurement.</li> <li>• Effectively project manage the consultants and to ensure the cost effective and timely delivery of the commissioned work.</li> <li>• To manage the financial arrangements with the consultants, including raising of purchase orders using the council's financial system, according to agreed budgets.</li> </ul>
10.	<p>To liaise with local and national infrastructure providers such as National Highways and Public Health England in the formation implementation and delivery of infrastructure, including, but not limited to transport.</p>
11.	<p>To facilitate a positive collaborative working relationship with key stakeholders by maintaining regular and effective liaison with partner agencies to aid the consultation process, resolve issues and aid the timely delivery of planning policy documents.</p>

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12.	To consider and assist in influencing the preparation of National Planning Policy in order to promote and safeguard the interests of this Council.
13.	To assist in promoting the corporate objectives of the Council by providing professional planning advice and working with other service areas on the preparation and implementation of corporate plans and strategies.
14.	To assist in developing the application of Information Technology in the planning policy process, including the Council's Geographical Information System
15.	To support and develop any bids for external funding to aid the delivery of high quality and sustainable development.
16.	To lead on work on Special Projects which may from time to time arise.
17.	Attendance at occasional evening and weekend meetings/committees/exhibitions will be required.
18.	You will be expected to undergo designated training sessions as necessary which may be out of normal working hours and/or at other establishments as may be required. Attendance at any training sessions will be deemed to be part of the postholder's duties and responsibilities.
19.	To comply with the Health and Safety at Work Act at all times as outlined in Blaby District Council's Health and Safety Policy.
20.	This job description may be reviewed and amended in consultation with the postholder, in the light of any organisational developments within the Authority.

Post Characteristics	
Qualifications, essential experience	Recognised formal qualification in Planning Policy
Allowances	Yes
On call/emergency situations	No
Politically restricted posts	No
Checks ( CRB/Baseline security check)	No

Health and Safety Responsibilities -	
	<p>To be familiar with and at all times comply with corporate and local health and safety policies and procedures as amended or added to from time to time.</p> <p>To report any unsafe practice, accident, incident, dangerous occurrence or hazard found during the course of your work to your line manager for action.</p> <p>To take reasonable care for the health and safety of yourself and others. To not intentionally or recklessly interfere with or misuse anything that has been provided in the interests of health and safety. To maintain Personal Protective Equipment and to report any PPE that is defective.</p>

Emergency Planning/Response Responsibilities	
	To carry out the duties specified in relation to the post in the Emergency Plan, Business Continuity Plans and other associated documents.

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Job Description Details	
Reviewed by:	Vicky Chapman
Latest Version Date:	February 2022
Job Evaluation Reference:	

## **PERSON SPECIFICATION**

Job Title **Principal Planning Policy Officer**

Division **Planning & Economic Development**

Date completed **August 2020**

Completed by **Planning Policy & Strategy Manager**

<b>Criteria</b>	<b>Essential (E)/ Desirable (D)</b>	<b>Method of Assessment (see overleaf)</b>
<u><b>Knowledge</b></u>		
A detailed working knowledge of the Planning system.	E	3,4
Excellent and applied up-to-date knowledge of legislation and practice relating to the operation of the Planning system, and in particular Planning Policy.	E	3,4
Detailed knowledge and understanding of Planning Policy formulation and associated systems and processes	E	3,4
Understanding of the way that planning relates to the wider aspirations of service delivery and achieving the delivery of the Council's wider aspirations.	E	3,4
<u><b>Skills/Abilities</b></u>		
Ability to manage a range of interrelated activities and workstreams	E	3,4
Highly organised and capable of prioritising own workload, working under pressure to meet deadlines and working on own initiative	E	3,4
Effective programme and project management skills demonstrating achievement of tasks to a programme, effective negotiation and management to budgets	E	3,4
Excellent communication and presentational skills to explain complex matter in a clear and concise way	E	2,3,4
Creativity and initiative to both identify problems and develop solutions to achieve resolution.	E	2, 3, 4
	E	3,4
Ability to work within a team and be a team player	E	3,4

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Ability to work flexibly, embrace change and promote performance improvements.	E	3,4
Excellent customer services skills for public consultation and engaging with customers and residents	E	3,4
Able to understand, interpret and analyse research and intelligence to formulate views about priorities and programmes	E	3,4
Ability to communicate effectively with a wide range of people, including local authorities, District Councillors, MPs, Parish Councils, agencies, partners and other organisations.	E	3,4
Accountable, taking personal responsibility and ownership for own work		
<u>Experience</u>		
Significant demonstrable experience of formulating and interpreting planning policy.	E	3,4
Experience of giving evidence at a formal Inquiry, Hearing or Examination in Public	D	3.4
Experience of consultation and engagement with both members of the public and stakeholders	E	
Experience of leading the delivery of complex projects to agreed scope and timescales	E	
<u>Qualifications/Training</u>		
Recognised formal qualification in Planning Policy (or equivalent) and membership of an appropriate professional body.	E	3,5
Full Corporate Membership of the RTPI	D	3,5

1. Test prior shortlist
2. Test after shortlist
3. Application form
4. Probing at interview
5. Documentary evidence