

Job Description & Person Specification

Post Title:	Senior Planning Policy Officer
Service Area:	Planning & Economic Development
Reports to:	Planning Policy & Strategy Manager
Scale:	6

Overall Purpose of Job

- To effectively lead on a number of Local Plan and Strategic Planning matters, and support the team across a range of other planning policy work.
- To mentor 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 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.

	Key Roles, Tasks and Responsibilities
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"> • To work within the scope of the work programme, and lead on a number of key areas • To identify all and any evidence requirements, and set up and maintain relevant databases • To undertake and analyse such research and survey work as may be required for the production and preparation of the Local Plan Drafting of the Local Plan, including writing policies • To lead on the preparation of public participation exercises, including representing the Council at exhibitions and meetings • To collaborate with Local Plan statutory bodies including key local and national stakeholders and internal service areas • Advising members of the public, parish councils, District Councillors and MPs on the content of the Plan and procedures for its preparation. • To lead on the consideration and analysis of objections to the Plan • Attending and to present at council and public meetings and exhibitions. • To prepare written evidence and act as an expert witness to defend Local Plan policy at Examination in Public • Any other work associated with the Plan as required
2.	<p>To support and guide the Planning Policy and Strategy Manager and Principal Planning Policy Officer(s) with collaboratively working with neighbouring authorities on Strategic Planning, including matters relating to the Duty to Cooperate.</p>

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3.	<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"> • Providing professional support and advice to the Neighbourhood Plan Group • attending meetings/working parties, • preparation of reports • Appoint and provide support to the Independent Examiner, including liaising and supporting the Independent Examiner.
4.	<p>To assist with monitoring the implementation of the policies and proposals of the Local Plan.</p>
5.	<p>To lead on the preparation of Supplementary Planning Documents including:-</p> <ul style="list-style-type: none"> • Undertaking surveys, research and analysis, as appropriate. • Liaison and consultations with other service areas of the Council and external organisations • Drafting policies and supporting material. • Preparation of reports to Cabinet.
6.	<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"> • 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. • Providing the Case Officer with advice on, or interpretation of, the implications of National, Strategic and Local Planning Policies and Guidance. • Assisting with the preparation and presentation, when appropriate, of reports and recommendations to Cabinet and Committee; and • The preparation of evidence and appearing as expert witness at planning appeals
7.	<p>To represent and defend the Council's planning policy position externally, including at Public Examinations and meetings</p>
8.	<p>To assist on work on Special Projects which may from time to time arise.</p>
9.	<p>To write commissioning briefs for professional consultants to advise the Council on technical matters essential to support plan making, including:</p> <ul style="list-style-type: none"> • Effectively manage the tender, assessment and appointment in accordance with statutory requirements and Council policy, including procurement. • Effectively project manage the consultants and to ensure the cost effective and timely delivery of the commissioned work.
10.	<p>To consider and assist in influencing the preparation of National Planning Policy in order to promote and safeguard the interests of this Council.</p>
11.	<p>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.</p>
12.	<p>To assist in developing the application of Information Technology in the planning policy process, including the Council's Geographical Information System</p>
13.	<p>Attendance at occasional evening and weekend meetings/committees/exhibitions will be required.</p>

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14.	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.
15.	To comply with the Health and Safety at Work Act at all times as outlined in Blaby District Council's Health and Safety Policy.
16.	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
Allowances	Yes
On call/emergency situations	No
Politically restricted posts	No
Checks (DBS/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

Job Description Details	
Reviewed by:	Vicky Chapman
Latest Version Date:	February 2023
Job Evaluation Reference:	A2065
Job Evaluation Date:	February 2023

PERSON SPECIFICATION

Job Title Senior Planning Policy Officer

Department Planning & Economic Development

Date completed February 2023

Completed by Planning Policy & Strategy Manager

Criteria	Essential (E)/ Desirable (D)	Method of Assessment (see overleaf)
<u>Knowledge</u>		
A good working knowledge of the Planning system	E	3,4
Detailed 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>Skills/Abilities</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 matters in a clear and concise way	E	2,3,4

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Creativity and initiative to both identify problems and develop solutions to achieve resolution.	E	3,4
Ability to work within a team and be a team player	E	3,4
Ability to work flexibly, embrace change and promote performance improvements.	E	3,4
Excellent customer services skills for public consultation and engagement with all 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.		
Accountable, taking personable responsibility and ownership for own work		
<u>Experience</u>		
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	3,4
Experience of leading the delivery of complex projects to agreed scope and timescales	D	3,4
<u>Qualifications/Training</u>		
Recognised formal qualification in Planning Policy (or equivalent) and membership of an appropriate professional body	E	3,5

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