



Job Title: Planning Policy Officer	Role Profile Number: CEN62
Grade: N Salary:	Date Prepared: 2 January 2019
Directorate/Group: Service Delivery (Planning, Heritage & Regulatory Services)	Reporting to: Service Manager – Planning Policy
Structure Chart attached:	No

Job Purpose

To provide professional support in the production of the Borough’s Local Planning Policy Documents, undertaking consultation and research as part of their preparation, and to provide planning policy advice to the Council including representing the Council at examinations, appeals and tribunals.

Key Accountabilities

- To contribute to the preparation of any planning policy documents included in the Council’s Local Development Scheme as identified by the Service Manager – Planning Policy. This task includes representing the Council in the public examination of such documents.
- To lead on the preparation of specific evidence, as identified by the Service manager – Planning Policy, including project managing consultants commissioned to prepared technical studies, required to inform the policy making process and/or to monitor the effectiveness of policy, including conducting and/or commissioning research projects.
- To undertake effective engagement with all individuals and organisations having an interest in the policy making process, including development industry professionals, relevant agencies and organisations, community groups, elected representatives and the general public. This will include the provision of advice to a wide range of stakeholders and the carrying out of public involvement exercises relevant to the work being undertaken.
- To provide planning policy advice to the Council on planning applications, including attendance at Planning Committee meetings when required. This may involve advising on appeals and defending the Council’s decision at public inquiries.
- Assist in the establishment, co-ordination and management of multi-disciplinary working parties or project teams, necessary to the successful fulfilment of a project

- To provide professional advice to parish council and neighbourhood forums in the production of Neighbourhood Plans and Neighbourhood Development Orders
- To prepare and implement planning orders, notices and development briefs as directed by the Service Manager - Planning Policy.
- To coordinate and liaise with Council services, external public agencies and statutory undertakers to ensure infrastructure requirements are aligned to local development plans.
- Assist in the delivery of the Council's priorities as they relate to planning policy.
- Pursue opportunities for joint working with other agencies and assist with Council's 'Duty to Co-operate' requirements
- Participate in and lead on multi-disciplinary working project teams to deliver the Council priorities as they relate to Planning
- To prepare Committee/Cabinet reports and to brief Councillors on a range of planning policy matters.
- Represent the Council at meetings as directed by the Service Manager – Planning Policy

Supplementary Accountabilities

- To participate in equality and diversity training, information briefings and events as and when required as part of continuous professional development.
- To promote equality and diversity best practice in all areas of work.
- Attend evening meetings and consultation events outside normal working hours
- Occasionally work alone and abide with the Council's Lone working policy
- Ensure that any identified personal training needs are discussed with the immediate supervisor including being appraised in accordance with the Council's development and appraisal scheme and to undertake a programme of continuous development.
- Ability to make site visits travel across the Borough and attend meetings within and outside the Borough.

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- Knowledge of town planning legislation and guidance
- Experience of planning policy

- Experience of computer literacy in word processing, database, spreadsheet and presentation packages (essential; required for day to day undertakings of the job)
- Experience of Geographical Information Systems. (desirable)
- Experience of writing technical reports
- Experience in the preparation and presentation of evidence in the public arena, (to ensure that the postholder has experience of public engagement)

Qualifications

- A Degree in Town and Country Planning (UK) or a comparable and related discipline (required to ensure an appropriate technical knowledge of UK Planning Legislation) or working toward completion of the dissertation for a Masters in Town and Country Planning

Decision Making

- Policy formulation – judgemental recommendations to Service Manager -Planning Policy, Project Leader or Senior Planner on land use allocations and planning policies.
- Policy response on planning applications – judgemental recommendations to Development Management colleagues as to the acceptability of a proposal in planning terms (the development plan is a starting point, but professional judgement is also required).
- Technical Studies - judgements must be made on methodology and data sources.
- Consultation - judgement must be made in respect of methodology and appropriate responses

Creativity and Innovation

The postholder’s must adapt to changing legislation and government guidance in respect of Town Planning that will require innovative practices in producing Development Documents. The postholder will assist the Project Leader or Senior Planner in producing a suite of development plan documents that are geared to Swindon’s unique requirements.

<p><u>Job Scope</u></p> <p>Number and types of jobs managed</p> <ul style="list-style-type: none"> • Responsible for management of projects <p>Typical tasks supervised/allocated to others</p> <ul style="list-style-type: none"> • Day to day project management, including management of contractors 	<p>Budget Holder Responsibility</p> <p>Asset Responsibility:</p>	<p>Yes</p> <p>Responsible for budget management on specific projects</p> <p>Laptop, Mobile Phone, Personal Protective Equipment (for site visits)</p>
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Contacts and Relationships *(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)*

- Development Management – day-to-day contact in relation to planning applications and planning policy matters
- Communications & Insight – day-to-day contact in terms of ensuring that the media are provided with accurate information regarding land-use data
- Wiltshire Council Planning Officers – joint working on strategic planning studies.
- Neighbouring Local Authorities – regular contact in relation to exchanging information and fulfilling the Council’s Duty to Co-operate
- Key stakeholders and community organisations – regular contact in relation to responding to and requesting information on planning policy
- Members of the public- responding to telephone, e-mailed or written enquires, and through attendance at public meetings and/or exhibitions
- Members of the Council – regular contact in relation to responding to and requesting information on planning policy
- Contractors – responding to requests for information

Other Key Features of the role

- Potential work outside of normal office hours
- Potential lone-working at times
- Potential for some manual handling e.g. Box files, Display Boards

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name::
Date:	