



Job Title: Planning Policy Officer	Role Profile Number: CEN62
Grade: Level 8 Salary: £33,945	Date Prepared: 21 November 2023
Directorate/Group: Inclusive Economy and Sustainability	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 inquiries.

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

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

Council Priorities

In July 2023, the Council's Cabinet agreed to prioritise three 10-year missions:

- Reduce Inequality – make Swindon a fairer place, reduce disadvantage and eliminate big disparities in life expectancy, education levels and social justice.
- Build a Better Swindon – create a town ready for the challenges of the coming decades. Where possible, lead town centre improvement and create more affordable housing in partnership with the private sector.
- Achieve Net Zero – fully play our part as a Council and a town in combatting climate change. Work with communities to find new ways of doing things that help, not hinder, the natural environment.

Our Pledges

In addition, the Council are focussed on five shorter-term priorities, identified through feedback from residents. The pledges have a shorter-term focus on making change that residents will notice and recognise as well as showing that the Council are on the same page as them in terms of our concerns about the town.

Our five pledges are:

1. Get Swindon Moving
2. Keep council tax low
3. A stronger local economy
4. Get tough with developers

5. Keep residents safe and fight knife crime

These were outlined in the Cabinet Paper 'Priorities of the new Administration' (July 2023).

Our Values and Behaviours

The words 'At Our Best' are part of the Council's organisational ethos.

'At Our Best' means making the best use of our talents, skills and resources, aiming to provide residents with greater opportunities to live safe, fulfilling and independent lives and have a better experience when interacting with the council.

We have 3 commitments to be At our Best, and it is in this context that we define our Values and Behaviours

- A Learning Organisation
- Improving Performance
- Employee Experience

Our Values

At Swindon what we do really matters

We love 'our' Swindon. We want the best for it. We turn up each and every day to have impact, a place and people to be proud of.

At Swindon we do things right

We are accountable to our residents and ourselves to make the best decisions we can, to try new things to make Swindon thrive now and in the future.

At Swindon we make it happen together

We work together, with our communities, across the Council and with our partners to get the best we can collectively for Swindon.

Our Behaviours

Behaviours are the things we do and say to bring our values to life and by setting our clear expectations of everyone we can:

- set out high organisational standards of behaviour
- bring consistency to how we work
- build positive, collaborative working relationships
- shape and influence the right culture for the council

1. Delivering Performance and Results

- Being determined to achieve our outcomes by committing to the highest standards of individual and collective performance.
- Holding purposeful conversations which challenge, recognise contribution, giving and receiving relevant feedback.
- Being responsible for delivering my results. Results that contribute to the wider outcomes for Swindon Borough.

2. Collaborating and Innovating

- Taking a Swindon wide view. Understanding the impact of the political landscape for our organisation.
- Looking for appropriate opportunities to work internally and externally in partnership to find new and sustainable ways to do things.
- Being bold, willing to learn in order to meet the needs of our residents.
- Being proactive and accountable – making a difference.

3. Leading Self and Others

- Acting in a fair, ethical and authentic way, demonstrating mutual respect and treating one another as professionals.
- Fostering trust, developing ability and accountability.
- Developing the conditions for ourselves and others to thrive to create a one team spirit that we are proud of.

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:	