

<b>Job Title:</b> Planning Policy Officer	<b>Role Profile Number:</b> CEN62
<b>Grade:</b> N <b>Salary:</b>	<b>Date Prepared:</b> 2 January 2019
<b>Directorate/Group:</b> Service Delivery (Planning, Heritage & Regulatory Services)	<b>Reporting to:</b> Service Manager – Planning Policy
<b>Structure Chart attached:</b>	

**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



**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

**Values and Behaviours**

We strive to underpin our culture through strong management and authentic leadership, this means getting the management basics right, and ensuring what we commit to individually and collectively, we own and demonstrate accountability aiming to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, this means in our work we are:

**Connected: We put Swindon and its people at the heart of everything we do.**

We display a communication and behaviour style that promotes a positive Council identity in connecting with residents, customers, colleagues and other stakeholders ensuring a partnership approach to delivering our vision. Always asking, “is what I am doing in the best interests of Swindon and its people,”?

**Resilient: We are forward thinking and work smart**

We seek to identify where things can be improved, ensuring this learning is embedded, evaluated and built upon through a strong approach to continuous organisational development.

**Brave: We respect and work together with our colleagues and customers to achieve success**

We act in an emotionally intelligent way, setting positive examples around accountability, risk and governance. This will be delivered through developing ourselves and our teams to achieve the highest possible levels of productivity and performance.

**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

<b>Employee Signature:</b>	Print Name:
<b>Date:</b>	
<b>Line Managers Signature:</b>	Print Name::
<b>Date:</b>	