



**ROLE PROFILE**

*The 'role profile' is the contractual element and generically sets out in broad terms the responsibilities the post holder is expected to have*

Job Title: Principal Planning Policy Officer  
Salary Band: Band 6 (SCP's37 to 40)

Casual Car Allowance

<b>Generic Responsibilities</b>
<ul style="list-style-type: none"> <li>• Ensure a positive and flexible approach to the variety of tasks within the role in order to meet customer and work demands.</li> <li>• Operate as an effective and reliable team member to achieve own accountabilities and team objectives.</li> <li>• Assist in the resolution of enquiries to ensure a customer focused, high quality service is provided.</li> </ul>

<b>Corporate Accountabilities</b>
<p><b>Equality, Diversity and Inclusion</b></p> <ul style="list-style-type: none"> <li>• Work to eliminate unlawful discrimination, harassment and victimisation and report incidents as they occur. Treat everyone with dignity and respect and ensure individual's needs are met. Challenge inappropriate behaviour and language constructively.</li> </ul> <p><b>Health and Safety</b></p> <ul style="list-style-type: none"> <li>• To operate with due regard to the Council's policies, procedures and guidance and undertake any health and safety training as appropriate.</li> </ul> <p><b>Information security and governance</b></p> <ul style="list-style-type: none"> <li>• Manage information in line with the Council's policies, procedures and guidance on Data Protection, GDPR, Freedom of Information, confidentiality, information security and sharing to ensure compliance and efficient and effective information governance.</li> </ul> <p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• Maintain awareness of Council policies and practices regarding the safeguarding of children, young people and vulnerable adults who may be at risk. Report concerns in accordance with corporate guidance and procedures.</li> </ul>

**TASK SPECIFICS**

*The 'task specifics' is the non contractual element of your post and is a more detailed description of day to day activities which will be reviewed in line with the appraisal process and can change when priorities change*

<b>Purpose of the job</b>
<p>Under the direction of the Planning Manager, leading on the efficient and effective delivery the spatial planning functions in support of the Council's Corporate Priorities. Working to provide a sound spatial planning framework to enable the Council to achieve its growth and development ambitions so as to protect, maintain and enhance the quality of the built and natural environment</p>

### **Service to Customers**

- To lead on the preparation, adoption and review of the Council's Local Plan and other policy/guidance documents.
- To lead on the development of Neighbourhood Plans and support other community led initiatives.
- To lead on the development of Design Codes.
- To support the preparation, adoption and review of the Council's Conservation Area Appraisals.
- As required, to respond to formal and informal consultations on documents at the local, regional and national level on matters relating to the spatial planning function.
- To attend the Council's Cabinet, Scrutiny or Regulatory Committees to present reports as necessary.
- To deputise for the Planning Manager as required.
- To carry out any other duties and responsibilities within the scope of this post which may be allocated from time to time by either the Director of Economic Prosperity & Place or the Head of Strategic Growth including, during the absence of the Head of Strategic Growth, acting for them in conjunction with other service managers within the Directorate.

### **Business Improvement/Planning Responsibility**

- N/A

### **Managing Resources (People, equipment, buildings)**

- To assist the Planning Manager to lead, motivate and develop the Planning Team, both individually and collectively, ensuring that the employees are aware of the Council's corporate aims and the aims of the Directorate and to ensure that Council's expected values and behaviours are upheld.
- To provide support and guidance to other members of the team, in carrying out their duties and responsibilities.

### **Knowledge and Skills**

#### **Essential**

- Degree in Town and Country Planning or equivalent qualification.
- Corporate membership of the RTPI.
- Minimum of 4 years post qualification experience, some of which will have been spent in a policy formulation role.
- Sound knowledge of spatial planning principles, concepts and legislation including direct experience in securing the adoption of a Local Plan Experience.
- Excellent written and verbal communication skills.
- Good interpersonal skills.
- Good negotiation skills.
- Experience of working with others across a variety of professional disciplines.
- Experience of home/flexible working.
- Ability to work independently, as part of a team, flexibly, to tight deadlines and under pressure.
- ICT skills to access information and maps held on computer.
- A commitment to achieving high levels of performance.
- Good general health and mobility to attend meetings and site visits.
- Clear speaking voice for presentations and the ability to converse at ease with members of the public and provide advice in accurate spoken English.
- Good first impression when dealing with members of the public and other partners
- A commitment to CPD requirements of the RTPI.
- A full valid driving licence and access to a suitable vehicle.

- Must be able to prepare and present clear and persuasive presentations and reports to a variety of audiences including elected Members, public sector partners and the public
- Must be able to read and interpret legislation, policies, guidance and plans
- Willingness to attend out of hours Committee and other public meetings.
- Experience with GIS.
- Supporting Appeal Hearings and Public Inquiries
- **Desirable**
- Leadership qualification or training
- Experience of presenting reports to Committees and Public Meetings
- Experience in one or more of, Urban design, Neighbourhood Planning, Supplementary Planning Documents, Conservation Area Character Appraisals, Annual Monitoring Reporting
- An understanding of development related regulatory functions (e.g. noise, pollution, highways).
- Development Management experience
- Understanding of regeneration principles and development viability

### Values and Behaviours

Work to the Council's Values and associated Behaviours

We are <b>Working Together</b>	We are <b>Fair</b>	We are <b>Dependable</b>	We put <b>Communities first</b>
We are one team, all working towards the Council's vision for the district	We treat people fairly, we are inclusive and embrace our differences	We do what we say we are going to do, you can trust us to deliver on our promises	We listen, we set targets for ourselves and the services we deliver

Date Prepared: December 2021