

Job Description

Job Title	Planning Officer- Strategic Planning
Grade	Band H
Reporting To	Principal Strategic Planning Officer
JD Ref	REG0073G

Purpose

Assist with all matters in relation to Strategic Planning including preparation of the Local Plan, associated evidence base and monitoring, producing supporting guidance on policy, supporting the production of neighbourhood plans and providing advice on development proposals or corporate initiatives on Planning policy matters.

Main Duties And Responsibilities

Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values in the role and organisation.
- Assist in the preparation, monitoring and review of the Local Plan and its supporting documents and information, to meet the timescales for plan making set out in the Council's Local Plan.
- Support the implementation of land use policy through the provision of accurate and timely information and policy advice to Council officers, landowners, developers, service providers, other third parties and the local community.
- Assist in the preparation of planning policy responses to planning applications, neighbouring local planning authorities, Government consultations and emerging sub-regional strategies and initiatives.
- Assist in supporting the preparation of neighbourhood planning proposals by the local community.
- Collect, prepare and maintain the evidence base for the Local Plan and associated planning policy development, including the Council's statutory Brownfield Land Register.
- Assist in the preparation of statutory appraisals and assessments to support emerging policies.
- Liaise with other Council officers and external agencies on policy development and information related matters.
- Assist in supporting the Council through production of evidence and represent the Authority at public inquiries, hearings, appeals, and examinations.
- Assist in providing advice to Development Management on pre applications and planning applications on policy matters.
- Assist in developing and delivering policy and processes to improve working practices in the delivery of the service

Communication, Engagement and Training:

- Assist with effective engagement with Members, other Council services, local strategic partnerships, developers, community organisations and other appropriate bodies to maximise joint working with regards to the Councils regeneration and economic development programmes.
- Enable others to make informed decisions by providing clear, advice and support and information with regards to conservation matters.
- Promote and develop effective communication with all service users.
- Co-ordinate and deliver public consultations on policy related matters.

Data Analysis and Decision-Making:

- Support the Strategic Planning Manager in delivering the Strategic Planning service to ensure the effective delivery which will contribute to and enable the Council to implement it's investment and regeneration strategies.
- Collate and critically analyse data to assist the team in developing policy to fulfil corporate objectives.
- Manage and prioritise own workloads within the minimum supervision.
- Respond to tight deadlines having regard to Committee deadlines, corporate performance targets and nationally set performance indicators, with minimum supervision
- Research, interpret, review and advise on the implementation of new and existing legislation, Government guidance and initiatives on a wide range of policy related issues to ensure compliance with statutory and other obligations and to recommend appropriate alterations to process, policy and standards as may be required
- Manage and maintain reports, statements, evidence etc. in relation to planning policy with due consideration to confidentiality and accuracy.
- Handle situations and problems with innovation and creativity, recognising controversial and sensitive issues.

Compliance:

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- Ensure that all service initiatives adhere to relevant legislation, policies and practices.

Other:

- Any other duties commensurate with the grade.

Role Specific Knowledge, Experience And Skills

Qualifications

- Has / is studying towards a planning qualification or related discipline
- [Desirable - Degree Level in Planning or a closely related qualification.](#)
- [Full Membership of the Royal Town Planning Institute or eligible for Full Membership](#)



ACCOUNTABLE



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Knowledge & Skills

- Knowledge of the relevant law, Government guidance, policies and practice relating to planning.
- good communication skills, including the ability to articulate information and to present clear, accurate and concise reports to a wide range of audiences in written and verbal form.
- Ability to work effectively with individuals, teams, customers, partners and staff, understanding the functions and needs of the service and the organisation as a whole.
- Ability to assess basic issues and provide options to address the identified problem.
- IT literate and ability to use Microsoft Excel.
- *Desirable - Knowledge of the democratic processes and the role of elected members*

Experience

- Experience of working in a planning department or planning consultancy
- Experience of collating and analysing data
- Experience of writing well-reasoned reports and briefings to set out an issue and recommendations.
- *Desirable - Experience of developing planning policy and working on a Local plan.*
- *Experience of producing evidence to support the development of planning policy.*
- *Experience of Plan monitoring and using the data to inform policy reviews.*
- *Experience of providing DM policy advice. Experience of working with stakeholders to negotiate solutions to complex policy issue.*

Additional Information

Work hybrid, with a flexible working approach to accommodate service needs.

On occasion, able to work outside traditional hours, of a weekend and evening as required, adopting a flexible working approach in response to business requirements.

Health & Safety Considerations:

- Lone working
- Work with VDUs (Video Display Unit) (>5hrs per week)

Approved By: Mandy Lewis, AD, Chief Planner

Date Of Approval: Jan 2025



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