



Job description			
Job title	Principal Planning Policy Officer		
Grade	Pay Band N		
Directorate	Regeneration & Economic Development		
Service/team	Planning Policy		
Accountable to	Planning Policy Lead Officer		
Responsible for	Not applicable		
JE Reference	A5471	Date Reviewed	March 2026

Purpose of the Job

The Planning Policy Team sits within Planning Service, leading on all planning policy matters for the Council. You will need to be a problem solver, have excellent communications skills, work well within a team, have a flexible approach to work and mentor and guide colleagues.

The main purpose of the job is:

- To provide planning policy support and guidance to assist delivery of an efficient, effective and good value Planning Service.
- To assist the Planning Policy Lead Officer in the preparation, implementation, monitoring and review of the Council's Development Plan and other planning policy documents.
- To assist in managing the teamwork programme to ensure a modern, customer focussed, business friendly planning service.
- To contribute to ensuring the key processes for the production Development Plan and other planning policy documents are undertaken including statutory, regulatory and technical requirements.
- To ensure planning policies are based upon robust evidence by contributing to the preparation, and/or overseeing, of evidence studies, environmental appraisals and modelling and analysis work.
- To attend site visits to undertake Development Plan monitoring and the assessment of sites.
- To support Sub Regional planning policy work.

Duties and Responsibilities



This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. To support the Planning Policy Lead Officer across a wide range of planning policy work and development.
2. To provide advanced professional input into the preparation, implementation, monitoring and review of the Council's Development Plan and other planning policy documents.
3. To contribute to ensuring that the key processes for the production of the Local Plan and other planning policy documents are undertaken including statutory, regulatory and technical requirements; appropriate community engagement in line with the current regulations and Council expectations; and key appraisals and assessments including SEA, Habitats Regulations Appraisal, Equality Impact Assessment and other appraisals and assessments.
4. To manage a complex and varied workload within Knowsley's Planning Policy Team and to apply advanced practical and theoretical knowledge and experience of a range of planning policy topics including legislation, policy and practice.
5. To be responsible for preparing and keeping under review the relevant evidence base for Local Plan policies, including in respect of housing and/or employment land and supply and the preparation of the Authority Monitoring Report.
6. To ensure planning policies are based upon robust evidence by contributing to the preparation, and overseeing, of evidence studies, environmental appraisals and modelling and analysis work.
7. To liaise and consult with internal and external colleagues, partner agencies, consultees and other stakeholders including the analysis and synthesis of a range of detailed technical advice and assist in public consultation exercises for planning policy matters.
8. To produce high quality, detailed reports and studies, making recommendations where appropriate.
9. To analyse technical and complex issues quickly and under pressure and to seek workable and innovative solutions to unforeseen problems as they arise to secure the expedient delivery of a high-quality service.
10. To manage high volumes of complex strategically and politically sensitive work, to meet fluctuating and conflicting deadlines while maintaining high professional standards.



11. To keep up-to-date with current legislation and good practice and undertake appropriate training and continuing professional development as required. To provide training and guidance to colleagues when required.
12. To mentor, supervise and be responsible for the day-to-day management of the work of staff on named projects as directed by the Planning Policy Lead Officer.
13. To work flexibly as a member of the Planning Service to ensure that its aims and objectives are met and a high standard of service delivery is maintained. To undertake other duties as may reasonably be required, which are consistent with the role and level of responsibility of this post.
14. To use IT systems required in connection with the post, including databases, word processing, Geographical Information Systems and other relevant programmes.
15. To manage a workload of written and verbal evidence in relation to Development Plan Examinations in Public and appeals/public inquiries, including giving evidence as required.
16. To contribute to liaising with other local authorities, the City Region Authority, organisations and key stakeholders in respect of key cross boundary and strategic planning policy issues ensuring that the City Council complies with the duty to cooperate, and inputs into the preparation of the Spatial Development Strategy.
17. To ensure effective pro-active planning policy support is provided to the Planning service and wider corporate work programme including planning statements, development briefs and masterplans and to manage responses to planning application consultations from development management colleagues in accordance with service and business plan targets.
18. To attend site visits to undertake Development Plan monitoring and the assessment of sites.
19. To deputise for the Planning Policy Lead Officer as required.
20. To carry out such other duties as may be assigned from time to time.

As part of your role with the Council, you share a collective responsibility to support and champion children and young people who are cared for by the Council and young people who are care experienced. Children and young people tell us that including this in all job descriptions “is good” because they want all Council employees to understand how important it is to “treat children in care and care experienced young people as they would their own”. We ask that you do this with the same commitment, care and ambition that any parent would, regardless of your job role or service area. Children and young people tell us that they want all Council employees to be “genuine”, helping to create



a supportive environment, remaining alert to any worries and concerns, and ensuring that safeguarding is promoted and responded to appropriately.

Knowsley Better Together – Staff Qualities



Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.