

ROLE DESCRIPTION

Job Title	Spatial Planning Officer
Salary Band	SCP 33-36
Reporting to	Principal Spatial Planning Officer
Directorate	Policy and Strategy
Service Area and sub area	Policy and Strategy
Team	Spatial Planning Team
Political Restriction	No

1. Primary Purpose of the Post
To work to the Principal Spatial Planning Officer supporting the Combined Authority's activity with regard to spatial planning, including the development of the Liverpool City Region Spatial Development Strategy. To undertake planning policy research, evidence base and policy development, and the management of such where appropriate, and other planning activities, as is necessary to support the CA planning function.
2. Your responsibilities
• To support Combined Authority activity in producing a Spatial Development Strategy; • To support and where appropriate manage the relevant evidence production, consultation, and policy development processes required for the Spatial Development Strategy; • To draft policies relevant to the Local Plan working collaboratively with the teams of the constituent authorities; • To support the development of cross-sector linkages between City Region Planning Policy and that of other areas of CA activity including economic policy, environmental policy, skills policy etc; • To support the co-ordination of City Region planning work by forming positive relationships with teams within the constituent Local Authorities of the CA, as well as other stakeholders; • To support the planning elements of the City Region Housing and Regeneration Cabinet Board, including producing relevant reports and attendance of meetings; • To support the effective running of any of the Liverpool City Region Planning Officer groups, working with constituent authorities as appropriate, including the production of relevant reports and attendance of meetings • To produce regular planning updates available for the CA, constituent authorities (for both officers and lead members) and wider stakeholders • Supporting the development management processes around the LCR through the drafting of LCR consultation responses to planning applications, and other related activities.



3. General Corporate Responsibilities

- To support the Principal Spatial Planning Officer in the development of effective city region and cross-portfolio collaboration;
- To support the Principal Spatial Planning Officer in promoting the work of the LCRCA and the wider LCR;
- Support activity to ensure 'joined up' policy and practice across areas of the city region
- To represent the LCRCA when working with partner organisations;
- To operate in a manner that places customers first, adopts a can-do approach and focuses on communities and working locally;
- To work with public and other relevant bodies to support Liverpool City Region's communities through spatial planning strategy that address local concerns;
- To participate in all aspects of training and development as directed and to use all relevant learning opportunities to improve personal skills so as to improve effectiveness and efficiency of service delivery; and
- To ensure the Combined Authority's commitment to equal opportunities is demonstrated through promoting non-discriminatory practices in all aspects of work undertaken.

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Standing Orders and Financial Regulations of the Combined Authority, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the Combined Authority's safety plan.

This job description is not intended to be prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.

4. Recruitment Plan

Competency Based Interview
Presentation

PERSON SPECIFICATION

Job Title: Spatial Planning Officer

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
A subject relevant degree or equivalent	E	A
Membership of a recognised and relevant professional body such as RTPI etc	E	A
Evidence and commitment to continuous personal and professional development	D	A / I

Experience and knowledge	E = Essential D = Desirable	Identified By
Experience of operating in a complex policy environment, preferably in local and/or central government or relevant policy body/agency	E	A / I / P
Experience of developing planning policy at a strategic level, as well as at the level of a Local Plan	E	A / I / P
Experience of operating effectively and collaboratively as part of a team	E	A / I
Experience of building effective strategic working relationships with a wide range of stakeholders	E	A / I
An understanding of the Liverpool City Region devolution agreement, local government, central government and their roles, structures and relationships, especially in relation to planning	E	A / I / P
An understanding of key government policies and the policy making / legislative processes in relation to planning	E	A / I / P
Experience of having effective working relationships with a wide range of stakeholders	E	A / I
Knowledge of the key issues facing the City Region	E	A / I / P



Skills and abilities	E = Essential D = Desirable	Identified By
Good written and oral presentation skills with ability to present complex ideas in a clear and comprehensible way	E	A / I / P
Ability to meet challenging deadlines	E	A / I
Ability to anticipate and understand the needs of the LCRCA and the city region and translate them into solutions and outcomes	E	A / I / P
Production of high quality work, with strong time management and organisational skills	E	A / I

Personal Attributes	E = Essential D = Desirable	Identified By
An understanding of, and a personal commitment to, the Vision and Aims of the Liverpool City Region Combined Authority	D	A / I
A commitment to providing a high quality customer service and ensuring service standards are met	E	A / I
Commitment to and understanding of equal opportunities	E	A
Flexible approach to working hours and willingness to work flexibly as and when required	D	A / I
Ability to attend meetings inside and outside the city region	D	A / I

Core Behavioural Competencies	E = Essential D = Desirable	Identified By
Ability to work well in a team	E	A / I
Self motivation, with ability to work on own initiative	E	A / I

Key to Assessment Methods:

KO – Knockout question	A - Application	P – Presentation	T - Test
FQ – Filter Question	I – Interview	E – Exercise	AC – Assessment