

ROLE DESCRIPTION

Job Title	Senior Spatial Planning Officer
Salary Band	SCP 37 - 40
Reporting to	Principal Spatial Planning Officer
Directorate	Policy and Strategy
Service Area and sub area	Policy
Team	Spatial Planning Team
Political Restriction	No

1. Primary Purpose of the Post
To play a significant role in the development of the Liverpool City Region Spatial Development Strategy as part of the Spatial Planning Team, and working with other colleagues across the Combined Authority, as well as undertaking and supporting wider planning activities. To undertake planning policy research, evidence base preparation and policy development and managing such work as appropriate. To keep up to date on emerging policy, guidance and legislation from Government, and wider best practice and consider how this will impact on the work of the Spatial Planning Team. To engage with a wide range of stakeholders from public, private and voluntary organisations, as well as academics and elected officials.
2. Your responsibilities
• To play a significant role in the production of the Liverpool City Region (LCR) Spatial Development Strategy (SDS) and its associated activities; • To lead on certain aspects of the evidence base production, analysis, consultation and policy development processes for the SDS, and also support other team members in undertaking these roles; • To take responsibility for production of some specific policies for the SDS, and support the development of others, learning from best practice, and support the development of new ideas in response to political priorities; • To play a key role in progressing the SDS up to and then through the Examination process, and once adopted, monitoring its effectiveness; • To build and support the development of linkages between Liverpool City Region planning policy (SDS) and other areas of CA activity including economic policy, housing policy, environmental policy, skills policy and investment etc; • To support the co-ordination of Liverpool City Region planning work by developing and maintaining positive relationships with relevant teams within the constituent authorities of the LCRCA, as well as other stakeholders; • To support internal boards and meetings through the development of reports and briefing notes, by either leading on their drafting, or providing relevant information to support others who are drafting them, and attending such meetings as appropriate;

- To support, and where appropriate take a leading role in, the effective running of LCR planning officer groups, working with constituent authorities as appropriate, including provision of information / reports and attendance at meetings, as appropriate;
- To support broad engagement with stakeholders in the LCR, including academics, businesses, public bodies and voluntary organisations, including working with the LCR equalities panels, to understand their priorities and support collaboration to identify possible solutions;
- To contribute to shaping and influencing strategic developments coming forward in the LCR through engagement in development management activities, including drafting consultation responses to relevant planning applications;
- To provide responses to emerging planning policy document consultations with regard to SDS policy alignment, and the wider functions of the LCRCA and interests of the LCR;
- To provide informal mentoring and support to Spatial Planning Officers and other appropriate individuals within the spatial planning team, as opportunities arise;
- To share information on planning updates both internally and to constituent authorities and wider stakeholders, and explaining their potential implications; and
- To represent the work of the spatial planning team, particularly on the development of the SDS, in a professional manner in a variety of settings, including meetings, presentations, conferences, training sessions etc.

3. General Corporate Responsibilities

- To support the implementation of the City Region's devolution agreement and wider strategic priorities;
- To support the Head of Planning in the development of effective city region and cross-portfolio collaboration;
- To represent and promote the work of the LCRCA and the wider LCR, locally, regionally and nationally;
- To contribute to ensuring 'joined up' policy and practice within and across areas of the city region;
- To represent the LCRCA in correspondence with customers and the LCR public and partner organisations, serving to raise the reputation of the LCRCA and promote its interests and people;
- To operate in a manner that places customers first, adopts a can-do approach and focuses on communities and working locally;
- To advise and provide information to the Principal Officers and Head of Planning to inform planning decision making processes;
- To participate in all aspects of training and development as directed and to use all relevant learning opportunities to improve personal skills to improve effectiveness and efficiency of service delivery;
- Promote understanding of and adherence to the LCRCA's core values by modelling appropriate behaviours; and
- Support the LCRCA's commitment to equal opportunities and promote 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
Assessment

PERSON SPECIFICATION

Job Title: Senior 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 of 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 government, central government and / or a combined authority or relevant policy body / agency	E	A / I / P
Experience of developing planning policy at a strategic level, as well as at Local Plan level	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	D	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 process in relation to planning	D	A / I
Experience of having effective working relationships with a wide range of stakeholders	D	A / I
Knowledge of the key issues facing the Liverpool City Region	E	A / I
Knowledge of, and direct experience in, development management processes	D	A / I



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
Ability to analyse complex data and evidence, and draw meaningful conclusions to inform decision making	E	A / I

Personal Attributes	E = Essential D = Desirable	Identified By
An understanding of and a personal commitment to the Vision and Aims of 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 / I
Flexible approach to working hours and willingness to work flexibly as and when required	E	A / I
Evidence of time management and organisational skills	E	A / I
Ability to attend meetings inside and outside the city region	E	A / I

Core Behavioural Competencies	E = Essential D = Desirable	Identified By
Ability to work well in a team	E	A / I
Self motivation, with the ability to work on own initiative	E	A / I
An ability to manage a challenging workload and prioritise tasks effectively	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