

ROLE DESCRIPTION

Job Title	Principal Spatial Planning Officer
Salary Band	SCP 41 - 43
Reporting to	Head of Planning
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 play a leading role in the development the Liverpool City Region Spatial Development Strategy as part of the spatial planning team, working with colleagues from across the wider policy and strategy directorate (including housing, environment, transport, economy, people and evidence, research and intelligence), and colleagues in other LCRCA directorates. To undertake planning policy research, evidence base development, policy drafting and management of any such planning policy activities. To engage with a wide range of stakeholders from public, private and voluntary organisations, including academics and elected officers, as well as Local Authority colleagues in particular.
2. Your responsibilities
• To play a leading role in Combined Authority activity in producing a Spatial Development Strategy; • To manage the evidence production and analysis, consultation, and policy development processes required for the Spatial Development Strategy; • To lead on producing specific policies for the Spatial Development Strategy, learning from best practice and developing new ideas in response to political priorities; • 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; • To engage widely with other stakeholders in the city region, including academics, businesses, public bodies and voluntary organisations to understand their priorities and collaborate to identify possible solutions; and • To support the governance of the Spatial Development Strategy, including through the City Region Housing and Regeneration Cabinet Board, supporting the Chief Planning Officers Group, and facilitating the Planning Policy Managers Group.

3. General Corporate Responsibilities

- To support the implementation of the City Region's devolution agreement and wider strategic priorities;
- To support 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 ensure 'joined up' policy and practice in and across areas of the City Region;
- To represent the LCRCA with customers and the Liverpool City Region public and partner organisations so as to raise the reputation of the LCRCA and promote its interests and its people;
- Working with members of the LCRCA leadership team to make open, honest and effective corporate management decisions within the LCRCA's formal governance structure;
- To advise the Executive Leadership Team, Metro Mayor and LCRCA on significant policy decisions;
- To contribute to the preparation of business plans and take responsibility for the achievement of specific workstreams;
- Provide leadership by communicating the vision and interpreting and providing direction for policies, standards and systems;
- To support the Executive Leadership Team to embed a culture 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 services and activities which address local concerns and which foster social capital and 'resilient communities';
- To contribute to the corporate management of the strategic risks facing the LCRCA;
- To share and communicate a clear understanding of the LCRCA priorities across the Directorate and promote efficiency targets and initiatives;
- Promote understanding of and adherence to the Combined Authority's core values by modelling appropriate behaviours and encouraging others to do likewise;
- Promote and encourage continued improvement in service quality and efficiency;
- 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
- Support the Combined Authority'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 role 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.



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4. Recruitment Plan
Competency Based Interview Presentation

PERSON SPECIFICATION

Job Title: Principal 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
Knowledge of the key issues facing the Liverpool City Region	E	A / I / P
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 and maintaining 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



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



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