****JOB DESCRIPTION

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| Job Title | **Neighbourhood Plans Officer** | Post Number | **P1019** |
| Grade | 8 | Service Area | Planning and Infrastructure |
| Special Conditions | Out of hours working  Politically restricted post | Additional Benefits | Casual car user allowance  Payment of Royal Town Planning Institute relevant professional membership |
| Authorised by | Director of Planning and Infrastructure | Date | June 2024 |

**Job Purpose**

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| The purpose of this role within the Council is: | To lead neighbourhood planning in Wychavon’s District and promote take up of neighbourhood plan preparation amongst local communities to deliver on the Wychavon strategy promises 2024-2028. This will involve raising the profile of the neighbourhood plan process, working with parish and town councils (the qualifying bodies) to prepare neighbourhood plans, or review existing ones, to advise on neighbourhood plan content, and to support the policy development that is in general conformity with emerging policies in the SWDP Review and NPPF. |
| Responsible for demonstrating commitment to working in line with the Councils' values | |
| Responsible for championing and demonstrating the Council’s Leadership Behaviour Framework | |
| The postholder works for: | Head of Planning Policy / Senior Planning Officer |
| The postholder manages \supervises: | N/A |

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| **Key Accountabilities (All accountabilities will be carried out in line with the Council’s policies, procedures and relevant regulations and legislation)** | |
| 1 | Lead on Neighbourhood Planning for Wychavon District Council alongside other planning policy officers. |
| 2 | Promote the neighbourhood plan process through attendance at meetings and providing presentations to local communities and district councillors/ward members on the benefits of preparing a neighbourhood plan or Neighbourhood Development Order. |
| 3 | Procure the neighbourhood area designation, supporting parish or town councils (the qualifying bodies) throughout the process, from initial steps, drafting of the document, and the formal stages in-line with the regulations, i.e. consultation, examination, referendum, and adoption. |
| 4 | Develop internal systems to secure input from across the council and relevant external bodies, (e.g. the county council and statutory bodies) when formulating the district council’s formal responses to the neighbourhood consultation. |
| 5 | Work with Development Management colleagues to ensure that neighbourhood plan policies are applied alongside the local plan policies when determining planning applications and offering policy advice when determining applications and at Planning Committee. |
| 6 | Represent the district council at public meetings and public inquires, including giving presentations or acting as an expert policy witness, as appropriate. |
| 7 | Direct qualifying bodies preparing neighbourhood plans to guidance, interpretation of Regulations and policy, sources of grant funding and existing evidence documents that may be able to support the preparation of a neighbourhood plan. |
| 8 | With the submission of a draft neighbourhood plan for examination, undertake the relevant processes required by the regulations, appoint an independent examiner, work with electoral services to hold the referendum and adopt the neighbourhood plan. |
| 9 | Consider national guidance, policy documents and other relevant studies and research to prepare and make recommendations to the district council to follow best practice in supporting neighbourhood plans. |
| 10 | Provide data to inform and monitor service performance and planning budgetary information as required. |
| 11 | Support qualifying bodies through developing consultation strategies and assisting with consultation events. |
| 12 | Uphold and adhere to the Council’s Neighbourhood Planning Protocol. |
| 12 | Attend neighbourhood planning events / conferences to build capacity and professional development in the field. |
| 13 | To support the Policy Team in the development of the local plan and supplementary planning documents as required and where relevant. |
| 14 | Any other duties required by the Council in line with the grading of the post. |

**NOTES:**

1. Duties will inevitably develop and change as the work of the Council changes to meet the needs of our customers. Employees should therefore expect periodic variations to job descriptions, and the Council retain this right. This job description will be supplemented on a regular basis by individual objectives derived from Council strategies.
2. Where an applicant or an existing employee is or becomes disabled (as defined by law) and inform the Council fully of their requirements reasonable adjustments will be made to the job description wherever possible.

KEY REQUIREMENTS

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| Qualifications (or knowledge and experience at an equivalent level) | Essential | Desirable |
| Hold a relevant degree or higher education course, e.g. a degree in Town and Country Planning, postgraduate qualification that is eligible for RTPI membership, or equivalent experience. | E |  |
| RTPI membership, or eligible for RTPI membership | E |  |
| Experience of community planning and delivery of engagement/participation in the wider planning process within either rural or urban communities. E.g Planning Aid |  | D |

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| Experience | Essential | Desirable |
| Minimum 5 years’ experience within a Town and Country Planning related field. | E |  |
| Knowledge and understanding of Neighbourhood Planning process and procedures, as well as Local Plan preparation and wider planning policy and Development Management working, e.g. the NPPF. | E |  |
| Experience of working with a diverse range individuals and organisations and delivery of outputs against agreed objectives, meeting targets and working to tight deadlines | E |  |
| Experience of writing and presenting reports for council meetings | E |  |
| Experience of town planning in the community and working with the public and local community representatives. | E |  |
| Experience of presenting information to a wide range of audiences. |  | D |
| Managing budgets and project management. |  | D |
| Experience of Councillor engagement |  | D |

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| Skills Required | Essential | Desirable |
| Computer skills: Microsoft Window, GIS, databases packages. | E |  |
| Excellent communication and interpersonal skills. This will reflect a talent to work co-operatively with colleagues and partners to achieve results and develop good working relationships. | E |  |
| The ability to seek better and more effective ways of delivering services. | E |  |
| The ability to listen, persuade, influence, and negotiate with a diverse range of people. | E |  |
| Driving licence and access to a private vehicle as and when required. | E |  |
| Effective project management skills. |  | D |
| Ability to deal professionally with people at public meetings or consult events. |  | D |
| Understanding of policy formulation and implication of policy wording |  | D |

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| Behaviours | Essential | Desirable |
| Excellent customer service skills | E |  |

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| Other | Essential | Desirable |
| Attendance at some evening meetings and occasional Saturday working | E |  |

Note: Applicants who are disabled (as defined by law) will be guaranteed an interview if they meet the essential criteria provided that this information is noted under the relevant section of the application form.