****JOB DESCRIPTION

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| Job Title | **Planning Policy Officer** | Post Number | **Various** |
| Career Grade | 4-9 dependent on qualifications and experience | Service Area | Planning Policy  |
| Special Conditions  | Occasional attendance of evening meetings and/or weekend workingCovers both Malvern and Wychavon CouncilsPolitically restricted post | Additional Benefits | Casual car user allowance (as appropriate to the specific duties of the post). |
| Authorised by | Director of Planning and Infrastructure  | Date | November 2024 |

**Job Purpose**

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| The purpose of this role within the Council is: | To develop, implement and monitor planning policies, including the Development Plan and Supplementary Planning Documents. To provide planning policy advice to a range of customers including Development Management officers, Members, Town/Parish Councils, developers, planning agents and members of the public.Under the shared service, the post holder is required to work across both district councils in order to ensure optimum service delivery. |
| 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: | Senior Planning Policy Officer |
| The postholder manages \supervises: | N/A |

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| **This post is career graded. Indicative levels of responsibility at each grade are as follows** |
| Grade 4/5 | Assist with inputting consultation responses for consultations.Assist in monitoring of site allocations. Collate statistics and researchRepresent the council at exhibitionsProvide admin support for the team.  |
| Grade 6/7 | Work independently on small projects, evidence base studies and policies, and small scale site allocations and settlementsResearch and provide planning reports and evidenceProvide planning advice to other sections of the council and the public |
| Grade 8/9 | Work independently on small projects, evidence base studies and policies, and small scale site allocations and settlementsResearch and provide planning reports and evidenceProvide planning advice to other sections of the council and the publicManage consultants and consultancy projects. |

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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 | To assist the Head of Service for Planning Policy in the preparation, development, implementation, monitoring and review of the Development Plan and affiliated thematic policy areas. |
| 2 | To prepare reports presentations and recommendations on planning matters for the Councils’ committees and Joint Advisory Panel.  |
| 3 | To advise Members, Town/Parish Councils and other interested parties on planning policy and its application and interpretation. |
| 4 | To assist in the preparation of Proofs of Evidence and to prepare evidence for planning appeal statements and responses to the Inspector’s questions as part of the local plan examination. |
| 5 | To represent the Councils at Planning Hearings and Examinations in Public. |
| 6 | To provide planning policy advice to other sections/departments across the two councils. In the case of Development Management this will include formal comments on planning applications and advice on submitted technical documents e.g. energy management statements. |
| 7 | To lead on a selection of small sites and settlements. This will include their allocation in the Plan and responding to any queries in regard to sites and settlements.  |
| 8 | To provide planning reports including the Retail Monitor, Strategic Employment / Housing Land Availability Assessments, Village Facilities/Rural Transport and the Five Year Housing Supply and to assist in the production of the annual Authority Monitoring Reports. |
| 9 | To manage consultancy inputs for the technical reports. |
| 10 | To prepare supplementary planning guidance, including Supplementary Planning Documents, Design Concept Statements, Advice Notes and Sustainability Appraisals. |
| 11 | To support neighbourhood planning in particular Neighbourhood Plans, Parish/Town Plans and Village Design Statements. This includes commenting on draft policies, presenting generic information to neighbourhood planning groups, organising examinations, referenda and dealing with the associated costs and grant claims and partnerships. |
| 12 | To collate statistics and research relevant areas to inform and support emerging policy documents and guide representations on third party consultations. |
| 13 | To represent the Council at Planning Policy consultation/exhibition events and other public meetings. |
| 14 | To respond to telephone calls, emails and written correspondence, including Freedom of Information requests in accordance with agreed procedures. |
| 15 | Any other duties identified from time to time by the Head of Planning Policy as commensurate with the grade 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

CAREER GRADED POSTS

Appointment to and progression through career grades is dependent upon:

# Progression from Grade 4 to Grade 5

* After reaching the top of Sc4 officers will progress to the first increment on Sc5
* Employees who attain a degree qualification in planning or similar related subject whilst at Grade 4 will progress to Grade 5 whether or not they have already reached the top of Grade 4

# Progression from Grade 5 to Grade 6 is dependent on -

* Student membership of the RTPI and working towards full membership
* 1 year's professional planning experience
* The Head of Planning being satisfied with the employee’s performance

Employees who are not student members of the RTPI may progress to Grade 6 if they have 3 years professional experience in a planning environment and the Head of Planning being satisfied with performance

**Progression from Grade 6 to Grade 7 is dependent on –**

* Student membership of RTPI and working towards full membership of the RTPI
* 3 years professional planning experience.
* The Head of Planning being satisfied with the employee's performance.

Employees who are not student members of the RTPI may progress to Grade 7 if they have 5 years professional experience in a planning environment and the Head of Planning being satisfied with performance

# Progression from Grade 7 to Grade 8 is dependent on –

# Full membership of the RTPI

# 2 years post qualification experience (some of which can be suitably qualifying professional experience pre-qualification but a minimum of six months should be post qualification)

# A report demonstrating a range of professional experience in a planning environment

# The Head of Planning being satisfied with the employee’s performance

Employees who do not have full membership of the RTPI will only be considered for progression to Grade 8 in exceptional cases at the discretion of the Head of Planning. Relevant professional experience will be taken into account.

# Progression from Grade 8 to Grade 9 is dependent on –

# 3 years full membership of the RTPI

# 5 years post qualification experience (some of which can be suitably qualifying professional experience pre-qualification but a minimum of 3 years should be post qualification)

# A report demonstrating a wide range of professional experience in a planning environment

# The Head of Planning being satisfied with the employee’s performance

Normal incremental progression within the grade will apply until the postholder meets the above criteria for progression to the next salary grade.

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| Qualifications (or knowledge and experience at an equivalent level) | Essential for grade | Desirable |
| Good standard of education | 4 |  |
| Degree qualification in planning or similar related subject | 5 |  |
| Student membership of the RTPI (and working towards full membership) | 6/7 |  |
| Full membership of the RTPI  | 8 and above |  |
| RTPI membership |  | D |

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| Experience | Essential for grade | Desirable |
| No previous professional planning experience required | 4/5 |  |
| Appropriate experience in planning, preferably with a District or Borough Council  | 6/7 |  |
| Appropriate professional post-qualification planning experience | 8 and above |  |
| Working in a council planning department. (NB: entry level on career grading structure is based on previous work experience) |  | D |
| Development Management and/or Planning Policy experience , including appeal hearings |  | D |
| Good working knowledge of Windows based computer systems and their applications | E |  |

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| Skills Required | Essential for grade | Desirable |
| Good interpersonal skills and ability to communicate in a clear, unambiguous manner | E |  |
| Good research and analytical skills | E |  |
| Well-motivated and enthusiastic with ability to manage workload  | E |  |
| Accuracy and attention to detail | E |  |
| Ability to handle a broad range of tasks and information sources.  |  | D |
| Experienced in the use and interpretation of data within GIS software including DEF and QGIS. |  | D |
| Access to a car and ability to travel to various locations as appropriate to the demands of the post | E |  |
| Clear ability to manage workload and work under pressure |  | D |
| Team player |  | D |

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| Behaviours | Essential  | Desirable |
| Adaptable and flexible approach to work | E |  |
| Strong customer service orientation | E |  |
| Ability to work on own initiative and as part of a team | E |  |
| Ability to negotiate successful outcomes | E |  |
| Attendance at occasional evening meetings and weekend consultation events | E |  |
| Integrity |  | D |
| Commitment to efficient and quality service delivery |  | D |
| Flexibility and adaptability |  | D |
| Open friendly and helpful approach to customers, e.g. Members, the public, applicants, agents, objectors or interest groups, through the provision of efficient and responsive professional services. |  | D |

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.