

## Hyndburn Borough Council

### Job Description

<b>Job Title:</b>	Senior Planning Policy Officer
<b>Post No.:</b>	PS072
<b>Service:</b>	Planning & Transportation
<b>Agreement:</b>	NJC For Local Government Services
<b>Range:</b>	Scale 8 SCP 27-29
<b>Other:</b>	Casual Car User Allowance

#### Organisational Relationships:

**Reports to:** Planning Policy Manager

**Supervises:** None

**Coordinates with:** Statutory and other consultees, applicants, agents and others interested in planning applications, Planning Committee and other elected members, Building Control Team, Administration Officer, Regeneration and Housing Department and other service areas.

**Customer Focus:** As a public servant any duties of the post which require contact with or provision of service to the Authority's customers shall be carried out in a courteous, helpful and professional manner in line with the Customer Care Policy adopted by the Council.

#### Primary Objective(s):

- To assist the Planning Policy Manager in the preparation, delivery and review of the development plan and other planning strategies at all stages, including commissioning evidence, plan writing and contributing to examinations and planning appeals.
- To provide professional advice on planning policy and prepare supporting policy information for the Planning Service and other sections of the Council.

#### Main Duties & Responsibilities:

1. To assist in the preparation, consultation and updating of the Council's development plan in accordance with legislation and best practice.
2. To support the delivery of sustainability appraisal and other supporting assessments of development plan documents and relevant policies.

3. To undertake evidence base research to inform planning policies, including assisting with the collection, analysis and presentation of planning data and information and carrying out site visits as appropriate.
4. To undertake monitoring for key planning and related data; preparation of relevant reports including housing land availability studies and the authority monitoring report (AMR).
5. To assist with the preparation and delivery of the local plan evidence base including commissioning and managing research as required.
6. To assist in the organisation of, and participation in, public consultation and stakeholder engagement activities.
7. To record, manage and analyse consultation responses and maintain the Planning Policy team's contacts database.
8. To prepare written representations, topic papers and supporting material for local plan examinations, hearings and appeals, and represent the Council where required.
9. To attend and present at Council Committees, Sub-Committees and Working Groups as required.
10. To represent the Council at public meetings, consultations and project groups relating to planning policy and service delivery.
11. To assist in the preparation and implementation of supplementary plans and other planning guidance.
12. To respond to enquiries from stakeholders, colleagues and members of the public on planning policy matters.
13. To ensure that data is accurate, reliable and maintained in accordance with the Council's Data Quality Policy.
14. To contribute to the development and maintenance of procedures, guidance and working practices to support service delivery and performance.
15. To maintain and develop knowledge of the planning system in England, including legislation, national policy and best practice, and apply this in day-to-day work.
16. To maintain effective working relationships across Council services to support efficient and integrated service delivery.
17. To undertake any other duties as required by the Planning Policy Manager or Head of Service, commensurate with the grade of the post.
18. To deal with colleagues openly and fairly at all times and support mutual respect within teams.
19. To operate in accordance with Council priorities and compliance relating to Health and Safety, Equal Opportunities and Customer Care.

*In order to ensure that job descriptions are kept up to date, all employees are given the opportunity to regularly review their roles through the Authority's Performance & Development Reviews (PDR). Staff are therefore required to take a reasonable and flexible approach to changes arising from working practices or changing workloads.*

**Equality Act 2010** - *Where appropriate the duties may be reviewed where an applicant is a disabled person, or an existing employee becomes unable to carry out the full range of duties due to a disability*



Hyndburn Borough Council is committed to encouraging and supporting employees to achieve a Level 2 qualification in English and Maths.

## Person Specification

<b>Job Title:</b>			
<b>Senior Planning Policy Officer</b>			
<b>Criteria are measured using 4 different sources:</b>			
<b>Application Form (A), Interview (I), Test (T), References (R)</b>			
<b>Job Criteria</b> <b>(Based on Job Description)</b>	<b>Essential</b>	<b>Desirable</b>	<b>Measured by</b>
<b>Qualifications:</b>			
• Degree or equivalent level qualification in Town Planning or closely related subject.	✓		A
• Member, or equivalent, of Royal Town Planning Institute or other relevant professional body, or working towards membership.	✓		A
<b>Experience:</b>			
• Demonstrable experience in the development and implementation of planning policy.	✓		A/I
• Experience of working with communities, partnerships and other local authorities	✓		A/I
• At least two years' experience of working in a local authority planning service or a planning consultancy.	✓		A/I
• Experience of Local Plan preparation		✓	A/I
• Experience of working within a political environment and/or working with members of the Council.		✓	A/I
• Experience of presenting to planning or other committees.		✓	A/I
• Experience in the use of Geographical Information Systems (GIS).		✓	A/I
<b>Knowledge/Skills/Abilities:</b>			
• Knowledge of planning legislation, government advice and policy, and awareness of general issues facing the planning profession.	✓		A/I
• Understanding of local government services.	✓		A/I
• Ability to communicate clearly both orally and in writing.	✓		A/I
• Ability to produce accurate work to tight deadlines.	✓		A/I
• Ability to work productively as part of a team.	✓		A/I
• Ability to research, organise and interpret data, draw conclusions, and present them in clear and concise reports.	✓		A/I
• Ability to manage workload to achieve results.	✓		A/I
• IT literate, confident in the use of MS Office products, including dealing with large data sets in spreadsheets and databases.	✓		A/I

<ul style="list-style-type: none"> <li>• Ability to deal positively and helpfully with enquiries on the telephone and in person.</li> </ul>	✓		<b>A/I</b>
<ul style="list-style-type: none"> <li>• Understanding of equal opportunities and diversity.</li> </ul>	✓		<b>A/I</b>
<b>Additional Requirements:</b>			
<ul style="list-style-type: none"> <li>• Regular and Reliable Service, (the Council does not wish to employ individuals who have a poor history of attendance at work, where there is no underlying medical reason for the absence).</li> </ul>	✓		<b>R</b>
<ul style="list-style-type: none"> <li>• A commitment to customer care and equal opportunities and an understanding of how to put these into practice.</li> </ul>	✓		<b>A/I</b>
<ul style="list-style-type: none"> <li>• Commitment to the principles of local democracy.</li> </ul>	✓		<b>A/I</b>
<b>Other:</b>			
<ul style="list-style-type: none"> <li>• Current driving licence and provision of own car.</li> </ul>	✓		<b>A</b>
<ul style="list-style-type: none"> <li>• Occasional working outside normal office hours.</li> </ul>	✓		<b>I</b>

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