

Appendix 1: Career Graded Planning Policy Officer Job Description and Person Specification

JOB DESCRIPTION

Job title and post number	<i>Career Graded Planning Policy Officer</i>
Service Area and Directorate	<i>Planning – Planning Policy and Housing Strategy (Development Directorate)</i>
Reports to	<i>Planning Policy and Housing Strategy Manager</i>
Direct reports	<i>None</i>
Grade	<i>4 / 6 / 7</i>
Salary range (2020/2021)	<i>Grade 4 – Trainee Planning Policy Officer Grade 6 – Planning Policy Officer Grade 7 – Senior Planning Policy Officer</i>

Job purpose

To assist and contribute to the delivery of the Planning Policy and Housing Strategy Team's work programme as directed to progress work tasks including the preparation, implementation, monitoring and review of the Council's Local Plan and other planning documents and related projects, as well as delivery of the Council's Housing Strategy in partnership with the Housing Department.

Duties and responsibilities

Planning Policy

- 1.1 To work on the preparation of plans (local development documents and informal plans) for the development of Bolsover District, in line with statutory responsibilities and the requirements of the Council. (All grade levels)
- 1.2 To work on maintaining the team's evidence base for plan-making purposes, including statistical records (including the Census), land availability, building floorspace, social patterns, employment / unemployment, housing, retail, town and local centres, infrastructure and other matters necessary to the good planning of the area. (All grade levels)
- 1.3 To work on updating and preparing other planning policy documents, such as the Authority's Monitoring Report, the Local Development Scheme, completing statistical returns to the Government and others as requested. (All grade levels)
- 1.4 To work on the preparation and development of publicity / consultation / participation exercises to ensure full and representative public and stakeholder involvement in the Local Plan and other planning documents and projects. (All

grade levels)

- 1.5 To work on strategic planning and transport matters, including reviewing policies and proposals put forward at national, regional, sub-regional / city region and county levels, and in respect to other local authorities' plans and proposals. (All grade levels)
- 1.6 To work on the delivery of Local Plan implementation projects and proposals through the Council's capital programme, and / or via other funding, and to monitor progress on their delivery. (Senior Planning Policy Officer grade level)
- 1.7 To lead on the commission of consultants and project management of the commissioned evidence base reports or planning projects and to prepare updates for the Planning Policy and Housing Strategy Manager, Senior Managers and Members as appropriate. (Senior Planning Policy Officer grade level)
- 1.8 To represent the Council at Public Inquiries, Examinations and Hearings as an expert witness as deemed appropriate by the Planning Policy and Housing Strategy Manager. (Planning Officer and Senior Planning Officer grade levels)
- 1.9 To work on the delivery of the Council's Housing Strategy in partnership with the Housing Department, including implementing the Empty Properties Strategy. (Senior Planning Policy Officer grade level)
- 1.10 To support the Planning Policy and Housing Strategy Manager in the delivery of efficient, informed and connected, planning services, policy and guidance documents that have a clear customer focus and meet government and council expectations, including training opportunities for employees and Councillors. (All grade levels)
- 1.11 To undertake any other duties, commensurate with the grade, and represent the Council and the Department on working parties and liaison groups as required by the Planning Policy and Housing Strategy Manager. (All grade levels)

Working conditions

The job is mainly office based but requires the post holder to be able to attend external meetings during the day and occasionally in evenings and at weekends. Visiting outdoor sites and buildings will be necessary. The post holder will be required to meet with the public, developers and environmental groups often with differing and challenging interests.

Physical requirements

The post holder will need to be able to drive.

Corporate Duties and Responsibilities

To familiarise yourself with the principles of, and key Council documents and policies relating to:

- Health and Safety at Work.
- Equality and Diversity.

- Data Protection (Employees must at all times abide by the principles of the Data Protection Act 1998 and guidance provided by the Council in the form of policies and procedures).
- Customer Service.
- Community Safety (Section 17 of the Crime and Disorder Act requires the Authority and individual employees to consider how community safety can be improved when the functions of the Authority are exercised).
- Safeguarding Vulnerable Adults
- Child Protection Policy.
- Risk Management.

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be subject to review (on an annual basis). Any other duties commensurate with the grade as determined by management.

Any job description provided to you by the Council will not form part of your contract of employment.

PERSON SPECIFICATION

Post Title: <i>Career Graded Planning Policy Officer</i>	Section: <i>Planning – Planning Policy and Housing Strategy</i>		
Directorate: <i>(Development Directorate)</i>			
	AM		AM
Knowledge			
(Essential)		(Desirable)	
<u>Trainee Planning Policy Officer level</u> <ul style="list-style-type: none"> Awareness of the role of the Local Plan within the planning system. <u>Planning Policy Officer level</u> <ul style="list-style-type: none"> Knowledge and understanding of relevant planning legislation and sources of planning policy; Knowledge and understanding of the plan-making process, including the role of national guidance; Knowledge and understanding of the role of evidence in the plan-making process; Knowledge and understanding of the subjects and issues that are involved within the plan-making process. <u>Senior Planning Policy Officer level</u> <ul style="list-style-type: none"> Advanced knowledge and understanding of relevant planning legislation and sources of planning policy; Advanced knowledge and understanding of the plan-making process, including the role of national guidance; Advanced knowledge and understanding of the role of evidence in the plan-making process; Knowledge of relevant planning software packages; Understanding of the importance of project management. 	A & I	<u>Trainee Planning Policy Officer level</u> <ul style="list-style-type: none"> Knowledge and understanding of relevant planning legislation and sources of planning policy. <u>Planning Policy Officer level</u> <ul style="list-style-type: none"> Knowledge and understanding of the Local Plan Examination process; Knowledge of relevant planning software packages; Awareness of the importance of project management. <u>Senior Planning Policy Officer level</u> <ul style="list-style-type: none"> Knowledge and understanding of the Local Plan Examination process; Understanding of the role of planning consultancies in the planning process. 	A & I

Qualifications / Training			
(Essential)		(Desirable)	
<u>Trainee Planning Policy Officer level</u> <ul style="list-style-type: none">A-Level qualifications or equivalent that would allow entry onto RTPI accredited degree. <u>Planning Policy Officer level</u> <ul style="list-style-type: none">Degree or equivalent in Town and County Planning or allied field providing eligibility for RTPI membership. <u>Senior Planning Policy Officer level</u> <ul style="list-style-type: none">Degree or equivalent in Town and County Planning or allied field providing eligibility for RTPI membership.	A, I & C	<u>Trainee Planning Policy Officer level</u> <ul style="list-style-type: none">First degree or equivalent in Planning or related subject that would allow entry onto RTPI accredited postgraduate degree. <u>Planning Policy Officer level</u> <ul style="list-style-type: none">Licentiate Member of the RPTI. <u>Senior Planning Policy Officer level</u> <ul style="list-style-type: none">Chartered Member of the RPTI.	A, I & C
Experience			
(Essential)		(Desirable)	
<u>Trainee Planning Policy Officer level</u> <ul style="list-style-type: none">Experience of data collection, analysis and monitoring;Experience of Microsoft Office word processing, database and spreadsheet packages;Experience of presenting reports or information to groups. <u>Planning Policy Officer level</u> <ul style="list-style-type: none">Experience of data collection, analysis and monitoring;Experience of Microsoft Office word processing, database and spreadsheet packages;Experience of presenting reports or information to groups;Experience of a local government planning department or private practice. <u>Senior Planning Policy Officer level</u> <ul style="list-style-type: none">Experience of preparing Local Plans and other planning policy documents;Experience of writing and presenting reports or information to committees, steering groups or	A & I	<u>Trainee Planning Policy Officer level</u> <ul style="list-style-type: none">Experience in a local government planning department or private practice. <u>Planning Policy Officer level</u> <ul style="list-style-type: none">Experience in a local government planning department working on planning policy work;Experience of survey work, monitoring, research and analysis, preparation of strategies, proposals and policies, consultation, statutory procedures. <u>Senior Planning Policy Officer level</u> <ul style="list-style-type: none">Experience of commissioning planning consultants and other related contractors;Experience of advising Council Members, professional stakeholders and the public on planning	A & I

<p>similar;</p> <ul style="list-style-type: none"> • Experience of survey work, monitoring, research and analysis, preparation of strategies, proposals and policies, consultation, statutory procedures; • Experience of project management. 		<p>policy and housing strategy matters.</p>	
Skills			
(Essential)		(Desirable)	
<u>Trainee Planning Policy Officer level /</u> <u>Planning Policy Officer level /</u> <u>Senior Planning Policy Officer level</u> <ul style="list-style-type: none"> • Communication skills, both written and oral, including presentations; • Ability to work to deadlines and to manage workloads effectively; • Ability to work effectively as part of a team or on own initiative under direction. 	A & I		A & I
Other Requirements:			
(Essential)		(Desirable)	
<u>Trainee Planning Policy Officer level /</u> <u>Planning Policy Officer level /</u> <u>Senior Planning Policy Officer level</u> <ul style="list-style-type: none"> • Commitment to equal opportunities and a good understanding of its relevance to this post; • Commitment to customer service and an understanding of its relevance to this post; • Ability to travel around the District as required to undertake site visits and to meet the requirements of the service (although alternative arrangements may be agreed with applicants with a relevant disability). 	A & I	<u>Trainee Planning Policy Officer level /</u> <u>Planning Policy Officer level /</u> <u>Senior Planning Policy Officer level</u> <ul style="list-style-type: none"> • Own transport / full UK driving license (although alternative arrangements may be agreed with applicants with a relevant disability). 	A & I

Key to Assessment Methods (AM);

(A) application form, (I) interview, (P) presentation, (C) certificate check, (O) others

Equality Act 2010

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. In accordance with the Equality Act, candidates will be asked if they have any specific requirements relating to the selections process.

Schedule 9 Part 1.1(1) of the Equality Act also permits targeted recruitment on grounds of Genuine Occupational Requirement.