

HYNDBURN BOROUGH COUNCIL

Job Description

Job Title:	PLANNING POLICY OFFICER
Post No.:	
Service:	Planning & Transportation
Agreement:	NJC For Local Government Services
Range:	Scale 5 SCP 12 - 17 (£24,496 - £26,854)
Other:	Casual Car User Allowance Politically Restricted Post

Organisational Relationships:

- a) **Reports to** Planning Policy Manager / Chief Planning and Transportation Officer
- b) **Supervises** None
- c) **Co-ordinates with** Other employees within the Authority. Also, representatives of external organisations and customers.
- d) **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 help to prepare the emerging and any future Hyndburn Local Plan and any relevant supporting Supplementary Planning Documents. To help to prepare and manage evidence base documents in support of plan making, including monitoring work.

To help to provide advice on planning policy and help to prepare supporting policy information to the Planning Service and other Sections of the Council.

Main Duties and Responsibilities:

- 1) Under the guidance of the Planning Policy Manager, to help with the preparation and updating of the Council's Local Plan and any future Local Plans.
- 2) To support work being undertaken in implementing the Huncoat Masterplan and any other relevant Supplementary Planning Documents.
- 3) To support the carrying out evidence base research in support of any emerging Local Plan, including supporting with the annual monitoring of planning permissions and policies and publication of the Authority Monitoring Report.
- 4) Help to arrange and participate in consultation events engaging with stakeholders on the above.
- 5) Record and manage representations and update the Planning Policy Team's contacts database.
- 6) Support officers in preparing material and administrative duties for the Council at the Local Plan Examination.
- 7) To help to provide supporting information for Council Committees, Sub-Committees and Working Groups as required.
- 8) To help to provide supporting information for public meetings and other consultations and to participate in project teams dealing with service issues.
- 9) To help improve the built and natural environment of the Borough through supporting the preparation and implementation of Supplementary Planning Documents as appropriate.
- 10) To help answer enquiries from stakeholders and members of the public on planning issues, planning policies and standards.
- 11) To ensure that all necessary data is provided in an accurate, reliable and timely manner and is fit for purpose in accordance with the Council's Data Quality Policy.
- 12) To contribute to the development and maintenance of procedures and manuals setting out service objectives, standards and practice, and to contribute to the achievement of National, Corporate and Service level targets.
- 13) To develop knowledge and understanding of the Planning System in England including its regulatory basis, national and local policy and knowledge of sustainable development and how that can be translated into local policy.
- 14) To maintain lateral co-operation between the Council's various sections, thereby maximising the Planning Service's overall efficiency and effectiveness.

- 15) To operate in accordance with Council priorities and compliance policies relating to Health and Safety, Equal Opportunities and Customer Care.
- 16) To undertake planning duties as required by line manager or the Head of Service.
- 17) To deal with colleagues openly and fairly at all times and support mutual respect within teams.

NB *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

JOB TITLE	Planning Policy Officer	POST NO.	
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<u>PERSONAL ATTRIBUTES</u> (BASED ON JOB DESCRIPTION)	ESSENTIAL	DESIRABLE	<u>How MEASURED</u> APPLICATION FORM (A) INTERVIEW (I) TEST (T)
QUALIFICATIONS 1. Educated to degree level or equivalent in an appropriate subject. 2. Eligible for, or commitment to work towards, membership of the Royal Town Planning Institute (RTPI).	✓	✓	A A
EXPERIENCE 1. Experience of working in a local authority planning service or a planning consultancy.		✓	A/I
KNOWLEDGE/SKILLS/ABILITIES 1. Understanding of the town and country planning system in England. 2. Ability to research, organise and interpret data, draw conclusions, and present them in clear and concise reports. 3. Ability to communicate clearly both orally and in writing. 4. Ability to produce accurate work to tight deadlines. 5. Ability to work productively as part of a team. 6. IT literate, confident in the use of MS Office products, including dealing with large data sets in spreadsheets and databases. 7. Experience in the use of Geographical Information Systems (GIS). 8. Ability to deal positively and helpfully with enquiries on the telephone and in person. 9. Understanding of equal opportunities and diversity.	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓	A/I A/I A/I A/I A/I A/I A/I A/I A/I
ADDITIONAL REQUIREMENTS 1. Available for occasional work outside normal office hours 2. Use of own transport or ability to travel for meetings/site visits 3. 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). 4. A commitment to customer care and equal opportunities and an understanding of how to put these into practice. 5. Commitment to the principles of local democracy.	✓ ✓ ✓ ✓ ✓		A/I A/I References A/I A/I