



Career Grade

Planning Policy Officer through to Principal Planning Policy Officer

Melton is an ambitious local authority. We are committed to the development of our colleagues and work hard to create a working environment which allows people to grow and develop their career.

This is an enthusiastic, driven and expanding planning and regeneration team who want the best planners to achieve their exciting vision for the borough of Melton.

The career grade for the role is based upon achievement which is work based and work relevant, and qualifications, to create a programme that is flexible and broad in both content and delivery.

Melton Borough Council will support you in the career grade by:

- Providing a programme of training within the workplace to support the achievement of qualifications / RTPI membership
- Allow time to attend training where appropriate
- Encourage further development
- Paying the appropriate wage along with other great benefits
- Offer you flexible working opportunities to support your work life balance

Band 7 – Band 9	Planning Policy Officer	£29,064 to £38,220
Band 10	Senior Planning Policy Officer	£39,152 to £41,771
Band 11 – Band 12	Principal Planning Policy Officer	£42,839 to £50,269

Salary figures correct at 1 April 2025

Progression through the grade will be dependent upon satisfactory performance against all criteria, and the availability of work at the appropriate level.

Satisfactory performance will be based on feedback from one to ones with the line manager, measured using the following criteria:

- Standard of work
- Attendance
- Motivation
- Development

- Attainment of objectives/goals

This list is not exhaustive and additional criteria may be considered relevant by the line manager.

Qualifications and Experience

Planning Policy Officer (band 7 – band 9)	
Qualification to GCSE Math and English (Level 4-9) standard <i>(and commitment to supported professional training)</i>	Band 7
Planning related undergraduate degree or equivalent experience working in a local planning authority policy department (minimum 3 years)	Band 8 and above
Post qualification experience of a minimum of 2 years or 5 years extended experience working in a local planning authority department AND subject to meeting relevant competencies	Band 9 and above
Senior Planning Policy Officer (band 10)	
Holding, or working towards, a post graduate qualification recognised by the Royal Town Planning Institute	Band 10 and above
Principal Planning Policy Officer (band 11 – band 12)	
Full member of the Royal Town Planning Institute	Band 11 and above
Working towards minimum ILM Level 5 Management qualifications, 2 years experience working in planning policy and 2 years experience of day-to-day mentoring / supervising / training junior staff	Band 11 and above
Hold minimum ILM Level 5 Management qualification and extended line management experience working with planning policy for a minimum of 5 years.	Band 12

Competencies

Planning Policy Officer (band 7 – band 9)	
Production of Cabinet / Council Reports and complex correspondence	Band 8 and above
Production of evidence for hearings / examinations / inquiries	Band 8 and above
Taking a lead role in meetings (internal and external)	Band 8 and above
Presenting evidence for hearings / examinations / inquiries	Band 9 and above
Negotiation and mediation to unlock and resolve policy issues	Band 9 and above
Consistently completing workload with minimal supervision and support	Band 9 and above
Presentations to external organisations and formal meetings	Band 9 and above
To assist in the mentoring and development of junior officers and members of the team	Band 9 and above
Be proactive in delivering service improvements based on member and customer feedback	Band 9 and above
Senior Planning Policy Officer (band 10)	
Preparation of responses to complaints, investigations and examinations	Band 10 and above
Providing advice directly to the Council's decision makers	Band 10 and above
Participation in service or organisational development initiatives	Band 10 and above
Presentation of planning processes, policy initiatives and proposals at outside organisations such as Parish Councils	Band 10 and above

Principal Planning Policy Officer (band 11 – band 12)	
Presentation of evidence at public inquiry, examination or similar event	Band 11 and above
Direct line management of Planning Policy Officers and other junior colleagues, and detailed career graded development of individual officers	Band 11 and above
Occasional deputising for the Local Plans Manager at Strategic Planning Meetings and other appropriate forums and meetings	Band 11 and above
Formal professional assessment of direct reports through formal and informal performance and development reviews	Band 12
Regularly deputising for the Local Plans Manager at Strategic Planning Meetings and other appropriate forums and meetings.	Band 12