



Job description

Job Title: Principal Planning Policy Officer

Directorate: Place and Prosperity

Grade: Band 11-12

Accountable to: Local Plans Manager

Purpose of the job:

- Responsibility for the line management of Planning Policy Officers, Senior Planning Policy Officers and technicians within the Local Plans Team.
- Responsibility for the development and career progression of Planning Policy Officers and technicians within the Local Plans Team.
- To assist the Service Manager and Director in carrying out the Council's statutory function as a local planning authority, supporting the management of the planning service in such a way as to provide a quality customer focussed planning service that contributes to the Council's corporate strategy, priorities and objectives.

Main areas of responsibility:

Lead and develop the Planning Policy Officers and technicians within the Local Plans team, to assist in the effective, efficient and timely preparation and review of local and strategic planning policy documents, including the council's statutory Local Plan, Neighbourhood Development Plans or Orders and other related statutory (and non-statutory) documents.

To consider, report on and when required represent the council's interests in planning policy matters at national and local level and in particular liaise with adjoining authorities in relation to cross-boundary matters and comment on other local authority consultations.

Responsible for the day-to-day management of officers within the Local Plans team including conducting one-to-ones and performance and development reviews (formal/informal as required). In addition, dealing with underperformance, recruitment and mentoring in order to maximise the effective and efficient working of the team.

To lead on the preparation, management and maintenance of local plan evidence studies including the procurement of expert advice where appropriate.

Carry out all relevant consultation and engagement on planning matters with internal and external stakeholders, including elected members, consultees, representatives of other local authorities, parish councils and the borough's communities.

Produce written statements and give evidence on behalf of the council at planning appeals/examinations (including hearings and public inquiries) in relation to planning policy matters.

To provide professional advice and appropriate engagement with the local community and other stakeholders, including colleagues and elected members, council officers, developers and their agents.

Prepare and present detailed reports and other relevant information to elected members and senior management in accordance with the council's constitution, including at Senior Leadership Team, and where appropriate Cabinet, Council and Local Plan Working Group.

Ensure the regular review of methods of operation and processes to ensure they are fit for purpose and cost effective.

Assist the Local Plans Manager in ensuring that the team delivers a high-quality responsive service in response to planning policy matters and enquiries.

Provide support to the Local Plans Manager in performing the functions of the planning policy service, and deputise as required at strategic planning meetings, developer forums, member briefings and other relevant meetings.

Attend public meetings and consultation events which may take place outside of usual business hours.

Ensure compliance with all legislation and policies regarding Health and Safety at Work, General Data Protection, Equalities, Diversity and Inclusion.

Support the Service Manager in undertaking procurement of consultants, managing project budgets and identify and manage risks to service delivery in accordance with the Council's policies.

Values

To actively promote and ensure our values are embedded in all aspects of service delivery and partnership working:

We Care: Valuing others and developing ourselves; committed and passionate about what we do.

We Innovate: Ambitious, creative and resourceful; putting customers first and learning from feedback.

We Achieve: Taking responsibility and seeking excellence; always proud to serve.

Health & Safety

To take reasonable care for the health, safety and well-being of yourself and others who may be affected by acts or omissions at work.

Equality

Melton Borough Council has a moral and legal duty to demonstrate fairness to our community, service users and staff. We aim to ensure our services are accessible to everyone and that our employment practises are barrier free and provide equal opportunities for prospective and current employees.

The responsibilities and duties listed above will vary from time to time without changing the character of the post or the level of responsibility entailed. You will be expected to adopt a flexible approach to ensure the efficient and effective implementation of relevant projects, programmes, policies and procedures.



Person Specification

Detailed experience of managing and leading a team of Planning Policy Officers with the ability to develop team experience and knowledge and the effective delivery of the local plans / planning policy service.

Comprehensive experience of leading on complex planning policy issues and providing advice and line management to Planning Policy Officers.

A team orientated individual with extensive experience of town planning and policy development, capable of communicating with a wide range of stakeholders across multiple departments and sectors.

Flexible attitude with the ability to prioritise work to deliver a customer focussed service and the operational goals of the department and the Council.

Ability to produce complex reports and presentations and be confident at presenting evidence at examinations, public inquiries and Council meetings.

Politically aware with tact and diplomacy skills.

Developed working knowledge and understanding of local authority planning and planning policy, and have experience of securing improved outcomes through negotiated change.

Comprehensive knowledge and understanding of planning legislation and regulation in regards to planning policy.

Computer literate, with experience of Microsoft Office suite of packages, including Word, Excel, PowerPoint and Outlook. Experience of GIS mapping software and IDOX Uniform.

Qualifications

Educated to postgraduate level, with planning qualifications and be a member of the appropriate Professional Body (e.g. RTPI).