| Role Structure | Role Details |
| --- | --- |
| Directorate: | Economy & Environment |
| Grade: | HC07 |
| Location: | Strategic and Neighbourhood Planning |
| Responsible to: | Strategic and Neighbourhood Planning Manager |

# Job Description

# Job Role: Planning Policy Officer

**Service: Planning Services**

## Main purpose of the role

**To support the Strategic and Neighbourhood Planning Manager in managing the Council’s strategic and neighbourhood planning role.**

**To update Herefordshire Local Plan, having regard to national planning policies, data from the local evidence base and comments from local communities, businesses and other stakeholders.**

**To support the operation and provision of Neighbourhood Planning and design coding professional advice and support.**

**To assist in the preparation of supplementary planning guidance/documents, other development plan documents and the implementation of planning projects**

| Key Duties and Responsibilities | Frequency of Task |
| --- | --- |
| * to assist in preparing, monitoring and implementation of the Council’s Local Plan; | * Daily |
| * to provide on-going planning advice and support to parish councils during the production of their neighbourhood development plans/order, design codes or Community Right to Build | * Weekly |
| * assisting with the environmental appraisal and monitoring of the neighbourhood plans in the context of the development plan | * Monthly |
| * assisting with the preparation and implementation of specific planning projects and proposals arising from the development plan and other planning policies of the council, including the preparation of supplementary planning guidance/documents and other development plan documents | * Monthly |
| * engage/consult with relevant stakeholders and the local community in pursuance of the Local Plan and any development plan documents; | * Quarterly |
| * advising upon local planning policy in statutory and non-statutory contexts including research and analysis for such purpose | * Daily |
| * assisting with the Local Plan including working on specific topic studies | * Daily |
| * undertaking planning project work including supplementary planning documents and development briefs and other development plan documents; | * Weekly |
| * carrying out site surveys and assessments under the supervision of other officers; | * Weekly |
| * undertaking public participation including presentations to Parish Councils and other bodies; | * Monthly |
| * provide on-going planning advice and support to parish councils during the production of their neighbourhood development plans/order or design code | * Daily |
| * preparing appraisals and reports for formal decision on neighbouring planning submissions and adoptions | * Weekly |
| * liaison and co-operation with Development Management and Conservation in respect of planning policy matters and with other Council departments, external bodies, organisations and consultees to secure the efficient implementation of planning policies, pre-application, planning applications and appeals; | * Weekly |
| * liaising with other Council service areas, bodies, organisations and consultees to secure the comprehensive recognition of relevant issues and efficient implementation of planning policies; | * Weekly |
| * helping to prepare material and reports for Cabinet, Cabinet Member and other fora as required; | * Monthly |
| * analysing and assisting in the preparation of responses to new national policy and policy guidance and consultation papers; | * Monthly |
| * assisting in the interpretation of new demographic and other factual information and its implications for planning policies and practice; | * Monthly |
| * preparing and assisting with the preparation of evidence to local public inquiries in respect of planning policy issues, including presentation of written and oral evidence; | * Weekly |
| * ensuring compliance with data protection legislation; | * Daily |
| * maintaining personal and professional development to meet changing demands of the job | * Daily |

**Person Specification**

| **Requirements** | **Essential or Desirable** | **Identified by**  **A – Application I – Interview** |
| --- | --- | --- |
| **Qualifications and Training** | | |
| * Degree or diploma in town and country planning or other relevant subject. This may be a UK qualification or a fully comparable qualification obtained overseas. | Essential | A, I |
| * Either working towards or currently a member of the Royal Town Planning Institute | Essential | A, I |
| **Experience & Knowledge** | | |
| * Experience of the statutory planning process | Essential | A, I |
| * Experience of the use of GIS in a planning context. | Essential | A, I |
| * Preparation of reports which summarise and derive conclusions and recommendations on the basis of analysis of available evidence. | Essential | A, I |
| * Knowledge and experience of housing development processes and of liaising with community groups, housing providers, developers and landowners. | Essential | A, I |
| **Skills and Abilities** | | |
| * Able to work effectively individually and as part of a small team to achieve project deadlines | Essential | A, I |
|  | Essential | A, I |
| * Awareness of national legislation particularly the Localism Act, Planning Regulations and national planning policy contexts. | Essential | A, I |
| * The ability to work in a collaborative and productive way with town and parish councils to encourage the efficient and effective delivery of neighbourhood plans and design codes across the County | Essential | A, I |
| * Clear, concise and assertive written and verbal communication skills which enable the key implications of complex matters to be clearly expressed. | Essential | A, I |
| * Ability to organise work tasks to manage multiple priorities to achieve maximum team effectiveness, within set guidelines. | Essential | A, I |
| * Excellent IT skills. | Essential | A, I |

All council staff have a duty to promote the welfare of children, young people, and adults with care and support needs at risk of abuse and neglect who cannot take steps to protect themselves. Ensuring you attend mandated safeguarding children and safeguarding adults training to enable you to recognise the concerning behavior, know how to talk about it, and consent/duty to share information effectively. You will also learn about the legalities and procedures the social care staff can take.

## Our Values and Behaviours

The council’s THRIVE core values are our guiding principles and beliefs that shape our culture and behaviour within the council. ​They help us to achieve our Council Plan vision “do our best for Herefordshire” acting as our DNA and the “way that we do things around here”. We expect all colleagues to act as a role model by living our values and setting an example for others. ​Our values strive to promote a thriving workforce by fostering a culture of trust, being honest and responsible, inclusive, valuing people and resources and leading with empathy.

**Trust -** Developing and maintaining relationships based on a culture of transparency and open communication. Supported by integrity and the confidence that you are reliable and fulfil commitments.

**Honesty -** Demonstrating truthfulness, integrity, and transparency in all communications, decisions, and relationships. Being trustworthy, reliable, and accountable for your actions. Acting with sincerity and fairness, even in challenging situations.

**Responsibility -** Taking ownership of individual and collective actions, decisions, and delivering on commitments. Being reliable, fulfilling obligations and being accountable for outcomes and results. Proactively contributing to the achievement of your own, the team and council goals.

**Inclusivity -** Embracing diversity, equity and inclusion by recognising and valuing the unique perspectives, backgrounds and experiences of our staff, customers and residents. Creating an environment where every individual is valued, respected and can belong.

**Value -** Upholding high standards, ethics and integrity to guide our actions and decisions. Demonstrating commitment to creating and delivering value in our work by recognising and appreciating each other, our resources, processes, customers, community and environment.

**Empathy -** Demonstrating a genuine and caring understanding of others' feelings, perspectives, and experiences. Listening attentively, acting with compassion, supporting with respect and kindness and considering the impact of our actions on others.

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