

Job Description

Job Role:

Senior Planning Officer

Service: Planning Services

Main purpose of the role

Role Structure	Role Details
Directorate:	Economy & Environment
Grade:	HC09
Location:	Strategic and Neighbourhood Planning
Responsible to:	Strategic and Neighbourhood Planning Manager

To support the Strategic and Neighbourhood Planning Manager in managing the Council's strategic and neighbourhood planning role. In particular this includes:

- preparation of the Local Plan,
- providing professional planning support and advice to parish councils with regards to neighbourhood planning, design and place making,
- the monitoring of land availability, and
- matters relating to Herefordshire's regional context.

To contribute to the preparation of the Development Plan so that targets are met, including to take the lead on specific Local Development Plan Documents under the guidance of Strategic and Neighbourhood Planning Manager

Key Duties and Responsibilities	Frequency of Task
<ul style="list-style-type: none"> • leading specific topic studies as part of Local Plan update including managing the input of other professional and technical officers to ensure that work is delivered to meet targets. 	<ul style="list-style-type: none"> • Daily
<ul style="list-style-type: none"> • preparing supplementary planning documents, development briefs and other planning studies and projects, including seeking sources of funding and managing project budgets. 	<ul style="list-style-type: none"> • Monthly
<ul style="list-style-type: none"> • carrying out site survey work and assessments 	<ul style="list-style-type: none"> • Weekly



Key Duties and Responsibilities	Frequency of Task
<ul style="list-style-type: none"> provide on-going technical advice and support to parish councils during the production of neighbourhood development plans and design codes ensuring all regulations are met and contributing to the strategic objectives of the Development Plan 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> undertaking public participation including presentations to and consultation with Parish Councils and other bodies as required 	<ul style="list-style-type: none"> Monthly
<ul style="list-style-type: none"> Undertaking the monitoring of planning policies including contributing to the Authority Monitoring Report 	<ul style="list-style-type: none"> Annually
<ul style="list-style-type: none"> Participating as required in joint discussions with Council officers of other services including corporate working groups in order to ensure an effective planning policy input 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> Providing policy comment and advice to the development management team in respect of pre-application enquiries, planning applications and appeals 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> Liaise, negotiate and co-operate with external bodies, development interests, organisations and consultees to maintain the Council's knowledge and contacts at an appropriate level for the efficient use of resources and to promote the Authority's effectiveness. 	<ul style="list-style-type: none"> Daily
<ul style="list-style-type: none"> Preparing and presenting reports on planning policy matters to the Cabinet Member and Cabinet and other fora as required, including in respect of a Herefordshire Council response to national planning policy and guidance, consultation papers and policy statements 	<ul style="list-style-type: none"> Monthly
<ul style="list-style-type: none"> Preparing and presenting written and oral evidence to local public inquiries in respect of planning policy issues. 	<ul style="list-style-type: none"> Monthly
<ul style="list-style-type: none"> Representing the Council's interests in a local and regional context 	<ul style="list-style-type: none"> Weekly
<ul style="list-style-type: none"> Maintain personal and professional development to meet the changing demands of the job 	<ul style="list-style-type: none"> Weekly
<ul style="list-style-type: none"> Contributing to the preparation of the update of the Local Plan, including to take the lead on specific topic studies under the general guidance of the Strategic and Neighbourhood Planning Manager. 	<ul style="list-style-type: none"> Weekly



Key Duties and Responsibilities	Frequency of Task
<ul style="list-style-type: none"> Providing on-going professional planning advice and support to parish councils during the production of neighbourhood development plans/orders or Community Rights to Build 	<ul style="list-style-type: none"> Weekly
<ul style="list-style-type: none"> Work in a collaborative and productive way with town and parish councils to encourage the efficient and effective delivery of neighbourhood development plans and design coding across the County 	<ul style="list-style-type: none"> Weekly
<ul style="list-style-type: none"> Contributing to the monitoring of the Local Plan. 	<ul style="list-style-type: none"> Weekly
<ul style="list-style-type: none"> Undertaking environmental appraisals of neighbourhood development plans 	<ul style="list-style-type: none"> When required
<ul style="list-style-type: none"> Undertaking and implementing 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. 	<ul style="list-style-type: none"> Weekly
<ul style="list-style-type: none"> Advising upon planning policy in statutory and non-statutory contexts including research and analysis for such purposes. 	<ul style="list-style-type: none"> Weekly
<ul style="list-style-type: none"> To follow the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analyses and reports. 	<ul style="list-style-type: none"> Weekly



Person Specification

Requirements	Essential or Desirable	Identified by A – Application I – Interview
Qualifications and Training		
<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> Either working towards or currently a member of the Royal Town Planning Institute 	Essential	A, I
Experience & Knowledge		
<ul style="list-style-type: none"> Substantial experience of the preparation of Local Plan documents and of the implementation of planning policies and projects. 	Essential	A, I
<ul style="list-style-type: none"> Preparation of reports which summarise and derive conclusions and recommendations on the basis of analysis of available evidence. 	Essential	A, I
<ul style="list-style-type: none"> Presentation of relevant matters to Council committees, Parish Councils and other public meetings. 	Essential	A, I
<ul style="list-style-type: none"> Presentation of case at Public Inquiry/Examination or other public meetings. 	Essential	A, I
Skills and Abilities		
<ul style="list-style-type: none"> Able to work effectively as part of a small team to achieve project deadlines set within the Council's Local Development Scheme. 	Essential	A, I

Requirements	Essential or Desirable	Identified by A – Application I – Interview
<ul style="list-style-type: none"> Clear, concise and assertive written and verbal communication skills which enable the key implications of complex matters to be clearly expressed. 		
<ul style="list-style-type: none"> Ability to organise work tasks to manage multiple priorities to achieve maximum team effectiveness, within set guidelines. 	Essential	A, I
<ul style="list-style-type: none"> Awareness of national legislation particularly the Localism Act, Planning Acts and Regulations and national planning policy contexts. 	Essential	A, I
<ul style="list-style-type: none"> Work in a collaborative and productive way with town and parish councils to encourage the efficient and effective delivery of the neighbourhood plans and design coding across the County 	Essential	A, I
<ul style="list-style-type: none"> Excellent IT skills including MS Office & M365 	Essential	A, I
<ul style="list-style-type: none"> Awareness of the national and regional planning policy contexts for the Council's Local Plan. 	Essential	A, I
<ul style="list-style-type: none"> Commitment to council's ethos of equality and inclusion 	Essential	A, I
<ul style="list-style-type: none"> Ability to travel around the County. Ability to work outside normal office hours. Ability to work in office one day weekly minimum 	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





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information effectively. You will also learn about the legalities and procedures the social care staff can take.

**Spirit of
Herefordshire**
A place to Live, Work & Thrive

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.

