

Job Title	Planning Policy Officer		
Job Number			
Grade (if known)	6		
Directorate	Borough Services		
Business Unit /Section	Planning Policy and Infrastructure		
Preparation Date	July 2021		
Responsible to (job title)	Principal Planning Officer		
Responsible for total number of direct reports	0	Responsible for total number of staff managed	0
Main purpose of job			
<ol style="list-style-type: none"> To assist in the preparation and implementation of planning policy documents including the Local Plan and other council Plans and strategies and to provide planning policy advice and information to internal and external customers. 			
Main responsibilities			
<ol style="list-style-type: none"> To assist in the preparation, implementation and monitoring of planning policy documents, including the Local Plan, other Development Plan Documents, and Supplementary Planning Documents. Also to assist with background studies and surveys, formulating policies and proposals, drafting development briefs and assisting with consultation exercises. To provide planning policy advice and information relating to development proposals and Local Plan policy to internal and external customers. To act as a key contact for neighbourhood planning groups, providing technical advice and support to relevant external bodies in the preparation of neighbourhood plans and orders. 			
Key tasks			
<ol style="list-style-type: none"> To assist with the formulation of policies and proposals related to the Local Plan and other Development Plan Documents/Supplementary Planning Documents in accordance with national guidance, the Council's corporate priorities and evolving best practice. To act as a key contact for neighbourhood planning groups and provide technical advice and support to relevant external bodies in the preparation of neighbourhood plans and orders. To lead on and support the preparation of other planning policy documents including evidence base studies, monitoring documents and Sustainability Appraisal. To provide planning policy advice and assistance to members of the public, Councillors, developers, statutory and non-statutory consultees and internal customers (including development management) on the interpretation and implementation of the Council's planning policies and on related planning issues. To organise and take an active role in statutory and non-statutory consultations on 			

relevant planning policy documents including neighbourhood plans.

6. To monitor the implementation of relevant planning policy documents and prepare the council's Authority Monitoring Report.
7. To provide advice and prepare reports to the Council's Cabinet, relevant Committees, corporate working groups and management teams as necessary.
8. To analyse the plans of Government and other Local Authorities and to co-ordinate with officers elsewhere in the Council advice on their impact on the Borough and the Council's own planning functions.
9. To represent the Council at public meetings, consultation events, public inquiries and planning appeals.
10. To provide technical support to the team including the council's Consultation Portal and GIS packages.
11. Manage external consultants providing advice and support to the council and supervise junior staff.
12. To undertake any other duties commensurate with the level and expectation of the post.
13. To ensure that service delivery complies with current regulations, accepted professional standards, the council's policies and procedures and appropriate legislation (including legislation on data protection, equalities, health and safety and safeguarding children and vulnerable adults)'.

Essential User	No
Special features and/or equipment (anything 'out of the norm')	Attendance at some evening and weekend meetings, including consultation events will be necessary. Some site inspections across the borough and external meetings will also be required.

This document sets out the main dimensions of the job it describes. It does not define all individual tasks, which may be expected to change from time to time to meet operational needs.