

Job Profile

Senior Planning Policy Officer

Overview	
Post No.	CPLP933
Grade	6
Directorate	Planning and Sustainable Economy
Service Area	Planning Policy and Housing Enabling
Team	Planning Policy
Reporting to	Principal Planning Officer

The Job	
<p>Assisting with the preparation of the Development Plan and other policy documents, leading on specific documents and evidence as appropriate. Providing detailed technical advice on planning matters. Responding to consultation documents from Government and other organisations. Work associated with the implementation and monitoring of policies.</p>	
<ol style="list-style-type: none"> 1. To discharge the duties of the post in accordance with the Planning and Sustainable Economy Service Plan. 2. To line manage and assist in the development of junior members of the team. To assist in recruitment as required. 3. To support the Principal Planning Officer with key aspects of work and contribute to the preparation of the Development Plan and other planning policy matters, including specialist technical areas. To consider solutions and how such work affects the District Council, including advising Senior Officers, Senior Management and Council Members. 4. To lead on and project manage key specific areas of work. To carry out research, surveys and other studies associated with the preparation of documents and for other policy work including Development Briefs and other Supplementary Planning Documents. Analysis of and reporting on surveys and consultation exercises. 5. To carry out consultation with the public, statutory organisations, other Council Divisions and other local authorities. Maintain effective liaison with other organisations as part of the Development Plan process. 6. To provide technical planning advice to colleagues across the Council, including Senior Management and Members. To assist the public with enquiries relating to policy and other matters covered by the Planning Policy team. 7. To prepare Cabinet and committee reports and other reports on planning policy matters for a variety of audiences, presenting work at committees as required. 8. To commission and appoint consultants, through the preparation of a project brief and the tender process, to undertake research, surveys and reports associated with planning policy matters and the preparation of documents. To manage the consultants including ensuring the project brief, timetable and budget are met. 9. To prepare reports on policy matters and formulate the Council's comments on consultations from Government, other authorities and agencies. 10. To engage with and manage Programme Officers for examinations as required. 	

11. To prepare and give evidence at Examinations and Public Inquiries as required.
12. To represent the District Council at external partnership meetings, liaising and negotiating with other agencies and local authorities. To support the Principal Planning Officer to ensure Duty to Co-Operate obligations are met.
13. To contribute to the work of external partnerships and provide advice to Senior Management, colleagues across different departments and Council Members.
14. To undertake such other duties as may be reasonably required by the Head of Planning Policy and Housing Enabling.

Generic Accountabilities of the Role

Health & Safety

You are required to comply with the Council's Health and Safety Policy and to take such steps as are reasonably practicable for your own health and safety and that of your colleagues at work and those affected by your work. You must comply with your safety responsibilities and must co-operate with management in all respects for the full implementation of the Council's Health and Safety Policy.

Equality & Diversity

You must adhere to all policies and procedures relating to equality and diversity in the workplace and provision of services.

Learning & Development

You have a personal responsibility for your own learning and development and will maintain up to date records of achievement and attendance as required. You must undertake the learning and training identified as part of your ongoing development, and other relevant training that is identified and agreed with your manager.

Competencies/Behaviours

The following behaviours are expected to be demonstrated by all Mid Sussex District Council staff.

Quality/Compliance: Achieving a standard of excellence with our work processes and outcomes, honouring MSDC policies and all regulatory requirements.

Customer focus: Striving for high customer satisfaction, going out of our way to be helpful and pleasant, making it as easy as possible on the customer rather than our department or the Council.

Communication: Balancing listening and talking, speaking, and writing clearly and accurately, influencing others, keeping others informed.

Team Player: Being helpful, respectful, approachable and team oriented, building strong working relationships and a positive work environment.

Initiative: Taking ownership of our work, doing what is needed without being asked, following through.

Efficiency: Planning ahead, managing time well, being on time, being cost conscious, thinking of better ways to do things.

Coach ability: Being receptive to feedback, willing to learn, embracing continuous improvement.

People management (for those with direct reports): Setting clear expectations, reviewing progress, providing feedback and guidance, holding people accountable.

Other Duties

To undertake such other duties as may be reasonably required by the Assistant Director for Planning and Sustainable Economy and Head of Planning Policy and Housing Enabling.

Special Conditions

It is a requirement of the post that the postholder holds a current driving licence enabling him/her to drive a car, and in this connection, you must ensure that your insurance cover includes use for your employers business.

The Council operates a Local Lump Sum Car Allowance Scheme which is comparable with the NJC National Car Allowance Scheme. Eligibility to receive a car allowance will be based on the requirement for essential car usage to undertake the duties of your post and no less than annual mileage of 250 miles, which will be recorded and verified by your designated line manager on a monthly basis. It is a requirement that all essential car users receiving a lump sum payment submit up to date mileage information, on a monthly basis, so that the Payroll Officer is able to process correct information to the HMRC at year end. Failure to record and report mileage undertaken to your employer may forfeit your right to receive a car allowance.

Your eligibility to receive a car allowance will be reviewed on an annual basis by your Head of Service. The Council reserves the right to review, amend or withdraw the car allowance subject to consultation with you. A period of three months' notice to terminate the status and associated allowance will be given to any employee who no longer meets the required criteria. There will be no entitlement to any further car allowance.

The grade for this post is determined by Job Evaluation.

Professional and Personal Attributes		
	Essential	Desirable
Qualifications Educational and Professional	<ul style="list-style-type: none"> • Education to degree level with qualification recognised by RTPI. • Evidence of progression to full membership of the RTPI • Experience in a Local Authority Planning Department or planning consultancy 	<ul style="list-style-type: none"> • Full membership of RTPI • Management qualification • Experience of Planning Policy/Local Plan related work, including giving evidence at public inquiries/hearings
Knowledge	<ul style="list-style-type: none"> • An up-to-date knowledge and understanding of current and emerging planning guidance/practice • Up to date knowledge and understanding of Local Plan procedures 	<ul style="list-style-type: none"> • Knowledge of Mid Sussex area • Knowledge of related regulations and procedures for example Sustainability Appraisal, Habitats Regulations Assessment and Neighbourhood Plans. • Knowledge of Community Infrastructure Levy, S106 agreements, transport planning, affordable housing provision.
Business Skills	<ul style="list-style-type: none"> • Ability to lead and motivate others • Report writing skills • Presentation/public speaking skills including Hearings/Public Inquiries • Ability to plan and co-ordinate a heavy and diverse work programme • Computer literacy/keyboard skills • Ability to assimilate and analyse complex data 	
Political Skills	<ul style="list-style-type: none"> • Knowledge of Council procedures and political structure • Experience of working in a Political environment 	
Leadership Skills		<ul style="list-style-type: none"> • Experience in line managing and/or mentoring junior members of the team
Personal Attributes	<ul style="list-style-type: none"> • Flexible and enthusiastic approach to work • Willingness to work as part of a team • Ability to work effectively with officers from other departments, organisations and disciplines • Customer focused 	
Other	<ul style="list-style-type: none"> • Full driving licence and use of own vehicle • Willingness to undertake work outside normal office hours 	

Special Conditions

The grade for this post is determined by Job Evaluation

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not meant to be a detailed list of all duties and responsibilities which may be required. It will be supplemented and further defined by objectives set at appropriate times, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed