



Job Description

Post Title:	Planning Policy Manager
Service:	Planning
Grade:	SM3 (starting at £57,285 progressing to £63,315)
Responsible To:	Head of Planning
Responsible For:	Principal Planning Officers, Senior/Planning Officers, Graduate Planning Assistant, Landscape and Biodiversity Officer, Planning Environmental Officer, GIS, Monitoring and Research Officer, Project Information Officer.

Job Summary: To be the main contact for matters relating to planning policy; to drive forward the policy documents identified in the [Local Development Scheme](#) in accordance with the set timescales and to ensure the planning section contributes to national policy formulation where appropriate.

1. To ensure that an appropriate programme of policy work is identified and implemented through the Local Development Scheme to include the Local Plan 2020 – 2038, a Royal Tunbridge Wells Town Centre Area Plan, supplementary planning documents, evidence-based work, and in the future a new Local Plan under the Government's proposed changes to the planning system.
2. To lead on planning policy preparation and, specifically, to ensure that the statutory Development Plan documents are prepared to adoptable standards; to programme; and in accordance with the [Statement of Community Involvement](#).
3. To lead, carry out the operational management, co-ordinate and keep under continuous review the work of the Planning Policy department over the whole borough.
4. As part of the Planning Services Management Team to contribute to the shaping and delivery of a structure and culture for the service, in response to expected changes to the national planning system.
5. To lead and to drive financial and budgetary management and monitoring for the Planning Policy department including authorising contracts, purchasing etc, working with the Head of Planning to ensure that necessary work is provided in a cost effective way and within budget. In particular to achieve the commission and management of specialist consultants to undertake planning policy work for the Borough Council.
6. To act as the Council's expert witness at Examinations and – if necessary - in Court, and to lead and supervise the preparation of Examination appeal documents prepared by the Policy department ensuring work is submitted within deadlines.
7. To ensure the effective day-to-day management of staff in the Planning Policy department, including induction, appraisal and training.

8. To ensure suitable responses on planning policy matters to the Development Management department and Strategic Sites & Delivery team, and to participate in project teams considering planning applications of a strategic nature to ensure high quality schemes with negotiated benefits in accordance with policy. To ensure that there is a close and collaborative working relationship with the Strategic Sites & Delivery team and Development Management department.
9. Maintain strong working links with adjoining authorities and other Kent authorities, partners, Parish and Town Councils and other local organisations to ensure that the Council complies with the Duty to Co-operate.
10. To support and liaise with parish and town councils and potentially neighbourhood forums in preparing neighbourhood development plans.
11. Ensure strong links with the Council's vision to ensure the Development Plan is influenced by, and influences, the corporate strategy, and through working with other services to ensure consistency between the Development Plan and other Council strategies.
12. Ensure the appropriate monitoring of development to deliver the Authoring Monitoring Report, and to assess and report on the impact on the borough of major development proposals and Local Plans in other authorities, and emerging Government policy.
13. To ensure suitable reports to Cabinet or Council and Members' Working Parties and to provide where necessary training for borough and town and parish council Members.
14. To respond to requests made under the Freedom of Information Act and other legislation.
15. Responsibility for maintaining and testing the Planning Policy Business Continuity Plan.
16. To undertake such other duties as may reasonably be required by the Head Planning Services and the Director of Finance, Policy and Development.
17. To assist the Head of Planning Services and the Director of Finance, Policy and Development in maintaining good internal and external relations and ensuring that Planning Services demonstrates care and respect for its customers, a responsiveness to their needs and an "open for business" approach", and to investigate and respond to complaints in line with the Council's Complaints Procedure.
18. To be aware of, and exercise, personal responsibility under the Health & Safety at Work Act and other related matters and to demonstrate appropriate behaviours as a role model for the Planning Service and the Council.

NB This job description is not intended to be an exhaustive list of all tasks and responsibilities in the post. It may be changed in the light of experience and the emerging needs of the Service.

11.02.2021