

Role Specification – Senior Planning Policy Officer

Service Area	Planning
Role Title	<ul style="list-style-type: none"> Senior Planning Policy Officer
Location	<ul style="list-style-type: none"> Oxted/Agile
Reports to	<ul style="list-style-type: none"> Head of Planning Policy
Salary/Grade	<ul style="list-style-type: none"> M2
Duration/Hours	<ul style="list-style-type: none"> 37 hours per week

Role Purpose:

Assisting in keeping the Council’s planning policies and guidance up to date by planning and participating in projects and work streams including researching and writing policy, consultation and engagement exercises and assisting in taking those projects and work streams through the milestones to external examination where necessary, working across the service area seamlessly.

Specific Responsibilities

- Support and take responsibility for the work of the team in the development, implementation, review and monitoring of local planning policies and strategy, including the Statutory Development Plan, Infrastructure Plan, Supplementary Planning Documents and Neighbourhood Planning.
- Take responsibility for and lead projects relating to the development and maintenance of an up to date evidence base to inform and to support planning policy and planning decisions within the Planning function.
- Maintaining a broad knowledge of the policy issues in the District and developing specialist knowledge in certain aspects according to business needs, preparing briefings for senior officers, managers and councillors.
- To lead and oversee the support and advice to Parish Councils and other local community groups with regard to Neighbourhood Planning: this will include attending meetings and updating the ward councillors.
- Providing policy observations on applications for planning permission, advice to other Council departments, and working on corporate projects as required, including being involved in discussions around the Gatwick Development Consent Order (DCO).

Person Specification

M2:

Qualifications / Education

Essential	Desirable
<ul style="list-style-type: none"> • Having or be working towards relevant degree and professional town planning qualification. • Membership of Royal Town Planning Institute • Full driving licence and use of a car 	<ul style="list-style-type: none"> • Degree or equivalent • Evidence of a commitment to continuous professional development

Experience

Essential	Desirable
<ul style="list-style-type: none"> • Planning experience, ideally some of which should have been gained in a planning policy environment • Working knowledge of current planning legislation and practice, especially in relation to local plans and neighbourhood planning • Ability to construct concise, articulate reports presenting arguments clearly and persuasively • Able to meet short deadlines whilst retaining quality through effective time management and reviewing progress • Managing conflicting priorities sometimes under pressure. • Experience of working with Councillors within the planning process and an understanding of key corporate issues involved. • Understanding of data protection. • Commitment to and understanding of equality and diversity. • Experience of, and empathetic approach to, working with customers of the development management service 	<ul style="list-style-type: none"> • Working in a matrix environment where cross team and corporate working are essential. • Some experience in contributing to policy/ service development and/or implementation. • Experience of presenting reports to Planning Policy Committee and Parishes.

Key Skills and Knowledge

Essential

- Good understanding of UK Planning Policy including its regulatory basis, national and local policy and knowledge of sustainable development and how that can be translated into local policy.
- Good communicator with ability to communicate effectively with a range and variety of audiences, and work well with teams.
- Good influencing skills with ability to provide detailed advice and explain the Council's position on particular issues.
- Ability to assimilate complex as well as difficult/ varied information and to exercise judgement and creative thinking in resolving a range difficult problems and developing solutions.
- Ability to deliver results and performance improvements.
- Ability to deliver high levels of stakeholder and customer service.
- Ability to motivate and act as a champion for change.
- Ability to think innovatively and practically.
- Report writing skills.
- Proficient in MS Office and other databases used across the organisation.