

# Role Profile and Specification - Senior Planning Policy Officer

<b>Service Area</b>	<b>Planning Service</b>
<b>Role Title</b>	Senior Planning Policy Officer
<b>Location</b>	Oxted/Agile
<b>Reports to</b>	Planning Policy Manager
<b>Salary/Grade</b>	M2
<b>Duration/Hours</b>	37 hours per week

## Service Area Purpose

This role is within the Planning Policy Team which sits within the Planning Service. The Policy team is responsible for development of a new Local Plan, responding on airport related matters including the Gatwick DCO, neighbourhood planning, development of planning guidance on specialist matters (including BNG and flooding), gypsy and travellers, undertaking housing returns, production of the AMR and providing policy responses on consultations from DM, adjoining authorities and other specialist bodies. A key part of the work will be focussed on policy research to support policy development.

## Job 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.

Key to this will be supporting development of new local plan policy and neighbourhood planning, realising the opportunities that London and Gatwick bring for this very rural district and helping to deliver the Council's green growth agenda.

## 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, 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 support and advise Parish Councils and other local community groups with regard to Neighbourhood Planning: this will include attending meetings and updating the 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

### Qualifications / Education

Essential	Desirable
<ul style="list-style-type: none"> <li>• Degree in Planning or equivalent related field.</li> <li>• Membership or working towards Membership of the Royal Town Planning Institute.</li> <li>• Full driving licence and use of a car.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of a commitment to continuous professional development.</li> </ul>

### Experience

Essential	Desirable
<ul style="list-style-type: none"> <li>• Planning experience, ideally some of which should have been gained in a planning policy environment.</li> <li>• Working knowledge of current planning legislation and practice, especially in relation to local plans and neighbourhood planning.</li> <li>• Ability to construct concise, articulate reports presenting arguments clearly and persuasively.</li> <li>• Able to meet short deadlines whilst retaining quality through effective time management and reviewing progress.</li> <li>• Managing conflicting priorities sometimes under pressure.</li> <li>• Experience of presenting reports to Senior officers and in public.</li> <li>• Experience of working with Councillors within the planning process and an understanding of key corporate issues involved.</li> <li>• Experience of running planning related consultation events with members of the public.</li> <li>• Experience of, and empathetic approach to, working with customers of the Planning service.</li> <li>• Experience with Green Belt planning issues.</li> </ul>	<ul style="list-style-type: none"> <li>• Working in a matrix environment where cross team and corporate working are essential.</li> <li>• Experience of working with rural planning issues.</li> <li>• Experience of Traveller planning matters.</li> </ul>

## Key Skills and Knowledge

Essential	Desirable
<ul style="list-style-type: none"> <li>• 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.</li> <li>• Good communicator with ability to communicate effectively with a range and variety of audiences, and work well with teams.</li> <li>• Good influencing skills with ability to provide detailed advice and explain the Council's position on particular issues.</li> <li>• 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.</li> <li>• Ability to deliver results and performance improvements.</li> <li>• Ability to deliver high levels of stakeholder and customer service.</li> <li>• Ability to motivate and act as a champion for change.</li> <li>• Ability to think innovatively and practically.</li> <li>• Report writing skills.</li> <li>• Proficient in MS Office and other databases used across the organisation.</li> <li>• Understanding of the broad requirements of the data protection principles.</li> <li>• A commitment to equality and diversity.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and previous use of Salesforce.</li> </ul>