

JOB DESCRIPTION	
Job title: Service and team: Band: Post number: Reporting to: Responsible for:	Principal Strategic Infrastructure Officer Planning / Planning Policy 7 PO2173 Planning Policy Manager Senior Planning Policy Officer, Planning Policy Officer (dependent on team structure)
OUR ORGANISATIONAL VALUES	
Collaboration 	We know, work with and support one another.
Wellbeing 	We look after our own and others' wellbeing.
Trusted 	We abide by the Nolan principles of public life.
Value for Money 	We spend public money wisely and carefully.
Professionalism 	We provide professional advice and excellent service, we know our local areas and understand the communities we serve.
PRINCIPAL PURPOSE OF THE TEAM AND ROLE	
<ul style="list-style-type: none"> Team: To prepare, deliver, and maintain the statutory Local Plan, and other planning policy documents to meet identified development needs in a sustainable manner. To ensure all development is of high quality design and planned in a coorindated manner with necessary supporting infrastructure. Role: To support infrastructure planning work within the Planning Policy team, including the update of the Infrastructure Delivery Plan, working with infrastructure providers and coordinating with internal and external stakeholders in order to ensure effective planning for and delivery of necessary infrastructure to support the preparation of the new Local Plan. 	
AREAS OF ACCOUNTABILITY	
<ul style="list-style-type: none"> Leading the commissioning and/or preparation of infrastructure-related evidence other than transport, planning policies and strategies in order to support an up-to-date, robust, effective and legally compliant planning policy framework. Coordinating growth with the planning and delivery of infrastructure and advising on decisions concerning allocation of infrastructure funding in order to support sustainable patterns of development. 	

- Building and maintaining effective working relationships with internal departments and external partners in order to support integrated infrastructure planning and delivery.
- Maintaining professional knowledge and promoting best practice in order to apply this to effective delivery of the planning function.
- Supporting the Planning Policy Manager through line management and development of team members in order ensure a motivated, capable, and high-performing planning policy team.

MAIN DUTIES AND RESPONSIBILITIES

STRATEGY AND POLICY DEVELOPMENT

- To lead infrastructure related strategy and policy development, including relating to viability, for the Council's Local Plan and other spatial planning workstreams and projects.
- To support the commissioning and preparation of evidence and necessary documents to support the implementation and review of the Community Infrastructure Levy (CIL), including organising and progressing it through independent examination.
- To carry out ongoing monitoring, review, and update of the Guildford Local Plan, Infrastructure Delivery Plan, and to lead planning policy input into the Infrastructure Funding Statement.
- To lead or contribute towards the production of local development documents, evidence and research studies and planning briefs.
- To advise on and lead (as the 'client'), in conjunction with the Planning Policy Manager, the appointment of consultants, including the preparation of tender briefs, the assessment of consultant's submissions, and to be responsible for managing consultants' work and reporting the outcomes.

INFRASTRUCTURE PLANNING AND DELIVERY COORDINATION

- To prepare and effectively communicate specialist infrastructure planning and CIL advice, information, reports, and recommendations to Council committees, inter-service working groups, elected Councillors, Parish Councils, internal and external staff, meetings and events, and the public.
- To take a principal role in the development and maintenance of infrastructure related planning partnerships and working groups, including when required representing the Council through established forums.
- To provide professional advice and input into the strategies, plans, and programmes of external stakeholders including infrastructure delivery partners, other local planning authorities, neighbourhood planning groups, parish councils and communities.

RESEARCH, BEST PRACTICE, AND TRAINING

- To maintain a thorough and up to date knowledge of new legislation, policy and procedures relevant to planning, with a focus on infrastructure, and to advise within and beyond the team.
- To identify and evaluate legislative changes and good practice from other authorities and statutory bodies.
- To assist in the organisation and delivery of relevant training events for Councillors, Parish Council representatives and others.

LINE MANAGEMENT / LEADERSHIP SUPPORT

- To manage, supervise and mentor team members, and contribute to the overall management of the team including recruitment and ensuring a high standard of team performance.

DIMENSIONS OF THE TEAM ROLE

- Adopted Local Plan Part 1 (2019) and Part 2 (2023) with emerging new Local Plan in progress.
- Range of Supplementary Planning Documents.
- Extensive evidence base to support Local Plan development.
- Comprehensive monitoring and reporting functions.
- Design and conservation documents including Conservation Area Appraisals.

CUSTOMERS AND CONTACTS

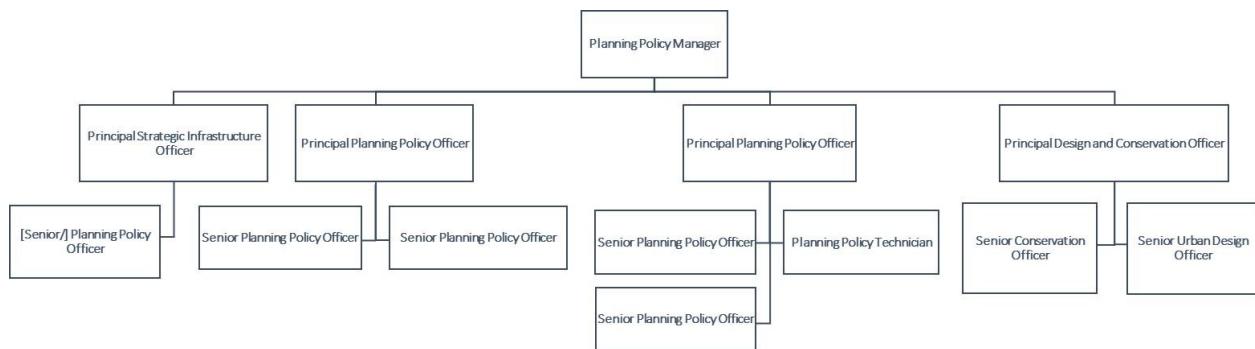
INTERNAL

- Executive, Committees, Full Council, Working Groups and member briefings
- Officers from other service areas

EXTERNAL

- Surrey County Council / other local authorities and agencies / prescribed bodies
- Infrastructure providers
- Parish councils
- Residents, businesses, interest groups and other stakeholders

SERVICE/TEAM STRUCTURE



PERSON SPECIFICATION

Candidates must be able to demonstrate, giving examples, **all essential criteria** marked as A, A/C or A/I within their application form to be shortlisted for this role.

How assessed

A = Application CV/Personal Statement
 C = Certificates/professional Registration
 D = DBS police check
 E = Exercise
 I = Interview
 M = Medical assessment

	ESSENTIAL CRITERIA	How Assessed	DESIRABLE CRITERIA	How Assessed
QUALIFICATIONS	<ul style="list-style-type: none"> Relevant undergraduate or postgraduate degree and qualification (Town/Spatial Planning etc) 	A	Post graduate management qualification	A
	<ul style="list-style-type: none"> Chartered member of Royal Town Planning Institute (MRTPI) or meets eligibility criteria 	A		
	<ul style="list-style-type: none"> GCSE English and Maths grade A-C or equivalent 	A		
KNOWLEDGE	<ul style="list-style-type: none"> Sound knowledge of current legislation, national and regional guidance 	A / I	Local knowledge	A
	<ul style="list-style-type: none"> Sound understanding of development and plan-making processes, policy development and the relationship with infrastructure planning, delivery, and plan viability assessment 	A / I / P		
EXPERIENCE	<ul style="list-style-type: none"> Extensive experience of Infrastructure Planning at a Local Authority, including preparation of Infrastructure Delivery Plans and CIL Charging schedule preparation or review and/or coordination of CIL processes. 	A /I	Experience in development management	A
	<ul style="list-style-type: none"> Extensive post-qualification experience working in planning policy, preparing a Local Plan 	A		
	<ul style="list-style-type: none"> Experience of supervising professional and/or technical staff 	A		

SKILLS				
Technical skills	Data collection, statistical analysis and research skills.	A / I	Infrastructure delivery planning associated with major development sites / masterplanning	A / I
	Computer literacy – including use of Word, Excel	A / I	Experience of Geographic Information Systems (GIS)	A / I
	Ability to prepare and give evidence at examination/appeal inquiry	A / I		
Communication skills	Excellent verbal and written communication skills, including ability to use reports and presentations to present specialist and technical issues and to make well-reasoned and persuasive recommendations at meetings and events.	A / I		
Team Working skills	Able to work well as a team member	A / I		
	Ability to supervise, mentor and develop staff in an accessible, approachable and supportive manner	A / I		
	Ability to work effectively with people at all levels including Councillors, other Council teams, and external stakeholders	A / I		
Customer Service skills	Ability to negotiate effectively with a wide range of organisations and individuals	A / I		
Organisational skills	Work well under pressure and have excellent administrative and organisational skills to be able to manage a large workload, prioritise a number of ongoing projects, and meet challenging deadlines and targets.	A / I	Project and financial management skills, including assessment of risks	A / I
ADDITIONAL SPECIFIC REQUIREMENTS FOR THIS POST	Requirement to attend evening meetings	A	Valid UK driving licence	A

Behavioural competencies

This section details the level of competency required to carry out this role (please see below for an overview of the framework and refer to the full [Organisational Culture Framework - Guildford Borough Council Intranet](#) for clarification where needed).

Level

Embraces change	1
Innovation and creative thinking	2
Effective communication	2
Customer focus	1
Problem solving and decision making	2
Focus on efficiency	2
Performance and learning	1
Team working	1
Builds relationships	2
Commitment to the organisation	1

REVIEWED BY:		DATE:	10 October 2025
CHECKED IN:		DATE:	10 October 2025
LAST UPDATED:		DATE:	10 October 2025

Guildford Borough Council behavioural competencies					
Cluster	Transformation Forward looking. The focus on our ability to respond to ever changing needs of our customers and bring about new ideas to ensure value for money.		Delivering excellence Efficiently run. The focus on the values and behaviours (in addition to internal systems) that ensures efficiency and effectiveness at every level across the Council.		Our people To ensure that individuals at all levels of the organisation are supported, committed and engaged in the pursuit of our mission and work in a collaborative manner to fulfil our objectives.
Values	Challenge ourselves We strive to improve what we do by seeking out new ways of working, encouraging innovation and enabling change.	Customer care We put the customer at the heart of what we do by engaging in clear, honest, and meaningful communications to deliver professional services shaped around their needs.	Quality focus With customer insight, we provide high-quality services and find ways to improve. We aim to get things right first time, drive out waste and exceed expectations whenever possible.	Organisational learning We strive to create a work environment where everyone is valued, trusted, and supported. We encourage and facilitate growth and learning at individual, team, and organisational levels.	One Council We work together collaboratively, recognising that we are one organisation, working to achieve a common mission.
Behavioural competencies	Embraces change Has a positive attitude to change, adapts to meet new challenges, and introduces changes to improve organisational performance.	Innovation and creative thinking Proactively generates and develops innovative ideas, opportunities or improvements in order to meet organisational objectives more efficiently and effectively.	Customer focus Puts the customer first, builds effective relationships and seeks feedback to address their needs.	Problem solving and decision making Understands and analyses issues in order to identify the most appropriate solutions. Makes effective decisions based on thorough analysis and the needs of the organisation.	Performance and learning Demonstrates personal commitment to meet agreed performance standards and objectives. Learns from experience and takes responsibility for identifying and addressing personal development needs.
	Effective communication Communicates effectively. Uses communication methods and standards, together with well-reasoned arguments to convince and persuade where necessary.	Focus on efficiency Meets or exceeds the Council's standards by monitoring the quality of own work, team or service delivery. Continually looks for areas of improvement to ensure efficiency, effectiveness, and value for money.		Builds relationships Presents a professional image; uses interpersonal skills to form positive and productive working relationships within and beyond the organisation.	Commitment to the organisation Consistently supports and demonstrates an understanding of and commitment to the Council's vision and values. Acts with integrity and accountability.

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