

## Job Description

Service:	Development Services
Job title:	Planning Policy Officer
Grade:	Grade F
Hours of work:	37 per week
Responsible to:	Planning Policy Team Leader
Responsible for	
Direct reports:	0 members of staff
Indirect reports:	0 members of staff
Budget:	N/A

## **Purpose of Post:**

Brief overview of post (context of role in HDC and the contribution the role makes)

To assist with the production, implementation and review of planning policies and proposals to support the sustainable growth of Huntingdonshire. To contribute to the analysis, review and monitoring of planning policy issues and development by collecting and analysing information, conducting research and contributing to policy development and other studies and initiatives. To complete development monitoring and prepare the Annual Monitoring Report including the housing trajectory and 5 year housing land supply. The role contributes to successful delivery of the development plan and will help shape the future development strategy for the district.

Main duties and responsibilities are:

1. To work with the Planning Policy Team, and others as appropriate, in the preparation and review of the Local Plan and other planning policy documents.
2. To assist in the preparation of an up-to-date evidence base to support the justification of sound planning policies including the identification, analysis and evaluation of a wider range of information relating to the social, economic and environmental circumstances of the district.
3. To gather and analyse data and information relating to planning applications, consents and appeals to monitor the implementation of development plan policies.
4. To prepare the planning policy Annual Monitoring Report, housing delivery trajectory and 5 year housing land supply.
5. To engage with a wide range of stakeholders on planning policy development, including supporting its political approval through preparation of reports to senior management and Members and subsequent implementation.
6. To support and advise Neighbourhood Planning groups on the preparation of Neighbourhood Plans across the district, including organisation of the statutory consultation phase, arrangement of the examination in public and completion of adoption procedures.
7. To work alongside colleagues within Planning Services and other parts of the Council to prepare and present specialist evidence at Examinations in Public and in response to appeals and other challenges against the decisions of the Planning Authority.
8. To take part as required in working groups and events on specific planning policy matters with other authorities and organisations including statutory consultees, environmental and other interest groups, local communities, and developers and landowners across Cambridgeshire and beyond.
9. To contribute to corporate policies and initiatives, in conjunction with other teams within the Council.

## Key Deliverables:


The post holder is expected to produce:

- Policies for local plan and other planning policy documents that are well-researched and justified.
- Recommendations on site development proposals which have carefully balanced the constraints and opportunities of the site to assess its development potential.
- The Annual Monitoring Report analysing implementation of Local Plan policies and delivery of planning permissions.
- Calculations showing the future supply of housing (in conjunction with other team members).
- Evidence documents to support preparation of statutory and non-statutory development plan documents to contribute towards sustainable planning and development of the district.
- Records and analysis of information and data relating to planning applications, consents and appeals through use of spreadsheets and databases.

The postholder will be expected to manage day to day decisions relating to workload and priorities.

The postholder will be expected to advise internal and external customers on data and information produced, and on use of the 'Objective' online consultation system.

<b>Knowledge and Qualifications</b>	<ul style="list-style-type: none"> <li>• RTPI accredited degree or equivalent qualification in town planning.</li> <li>• Knowledge of planning legislation and national planning guidance.</li> <li>• Current driving licence.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Standard keyboard skills and ability to use Word, Excel, PowerPoint, Outlook and ideally ArcGIS.</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Good oral and written communication skills.</li> <li>• Ability to work flexibly as part of a team and individually on own initiative</li> <li>• Strong analytical and problem-solving abilities.</li> <li>• Organisational skills and ability to meet deadlines.</li> <li>• Flexibility to adapt to changing work requirements.</li> <li>• Good customer service skills.</li> </ul>
<b>Decision Making and Impact on Others</b>	<ul style="list-style-type: none"> <li>• Ability to make effective decisions balancing risks and benefits.</li> <li>• Decisions will be required on anticipated timelines for delivery of new housing to establish whether the Council does or does not have 5 years supply of housing land. This information will be used in planning decisions and appeals.</li> <li>• Day to day decisions relating to workload.</li> </ul>
<b>Communication with Internal and External Customers</b>	<ul style="list-style-type: none"> <li>• Internal contacts include Corporate Directors, Service Managers, Team Leaders, planning and other staff, and District Councillors.</li> <li>• External contacts include developers, agents, landowners, residents, other councils' officers, town and parish councils, statutory agencies and environmental organisations.</li> </ul>

	<ul style="list-style-type: none"> <li>Internal customer contact: 60%</li> <li>External customer contact: 40%</li> </ul>
<b>Personal Attributes and Other Requirements</b>	<ul style="list-style-type: none"> <li>Ability to work with others to assimilate complex information and to assess and balance complicated documents and requirements within the planning policy process.</li> <li>Flexibility to review and revisit tasks and decisions if new information becomes available.</li> <li>Willing to travel and occasionally work unsocial hours.</li> <li>Imagination and the ability to innovate.</li> <li>Ability to adjust their interpersonal style to respond to the needs or preferences of other people and situations.</li> </ul>
<b>HDC values</b> 	<p>The values outlined below reflect our collective positive attitude and how all staff are expected to work together as one team.</p> <p><b>Inspiring:</b> We have genuine pride and passion for public service; doing the best we can for customers matters to us all.</p> <p><b>Collaborative:</b> We achieve much more by working together, and this allows us to provide the best service for customers.</p> <p><b>Accountable:</b> We take personal responsibility for our work and our decisions, and we deliver on our commitments to customers.</p> <p><b>Respectful:</b> We respect people's differences and are considerate to their needs.</p> <p><b>Enterprising:</b> We use drive and energy to challenge the norm and adapt to changing circumstances. We are always ready for challenges and opportunities, and we embrace them.</p>

**Safeguarding and promoting the welfare of children and young people/vulnerable adults**



Huntingdonshire District Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.