

**NEWCASTLE-UNDER-LYME BOROUGH COUNCIL**

**JOB DESCRIPTION**

<b>Job Title:</b> Planning Policy Officer			
<b>Directorate:</b> Regeneration & Development	<b>Service:</b> Planning		
<b>Post No:</b> TBC	<table border="1"> <tr> <td><b>Grade:</b> 7/8 (Progression beyond Grade 7 subject to obtaining MRTPI and performance).</td> <td><b>Date of Issue:</b> June 2019</td> </tr> </table>	<b>Grade:</b> 7/8 (Progression beyond Grade 7 subject to obtaining MRTPI and performance).	<b>Date of Issue:</b> June 2019
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<b>Responsible to:</b> Planning Policy Manager			

**Main Purpose of Job:**

To assist in the work of the Planning Policy Business Unit within the Regeneration & Development Directorate and to contribute to other corporate priorities undertaken within the Directorate.

**Main Tasks/Duties/Responsibilities**

1. To prepare the constituent parts of the Council's Local Development Framework (LDF) and to lead on individual projects within the LDF preparation process as a whole, as directed by the Planning Policy Manager
2. To deal with general planning policy enquiries by telephone, in person or by correspondence, and attend meetings as required.
3. To carry out such research, as is required, into planning matters, such as best practice and assist with the interpretation of national guidance and the impact of plans and programmes of neighbouring authorities and other external bodies.
4. To assist with the collation, monitoring and reporting of statistical information in relation to spatial planning, including the development monitoring function.
5. To write reports for a variety of purposes – including for the public and for committees - on a wide range of areas of planning policy work and related issues.
6. To assist in all areas of the work of the section as appropriate, under the general direction of the Planning Policy Manager, and contribute to close working between planning, and other areas of activity within the Council.
7. To meet objectives and performance targets set by the Planning Policy Manager.

**Occasional Tasks/Duties/Responsibilities**

1. To assist with the preparation of and conducting of public consultation programmes, including community involvement.

2. To assist with other work carried on within the Directorate including providing assistance with the determination of planning applications and contributing to the formulation of evidence for appeals.

**General**

1. To be aware of and comply with current Health and Safety Regulations and the Borough Council's Health and Safety policy and procedures as they relate to the duties and responsibilities of the post.
2. To be proactive in personal and professional development, updating knowledge and skills by appropriate means as agreed annually through the Council's Performance Appraisal Scheme.
3. To maintain awareness of risks and incorporate these into the formal risk management process and also to control the risks inherent in your job and report any risk concerns to your manager.
4. To produce any performance information required in a reliable, timely and accurate way, in accordance with the Council's Data Quality Policy.
5. To be aware of and adhere to the Council's Equal Opportunities Policy.
6. To undertake any other duties as may be reasonably allocated to the postholder commensurate with the grading and responsibilities of the post. (Where necessary, reasonable adjustments will be made in accordance with the Disability Discrimination Act).
7. To be familiar with the obligations and requirements of the council's information security and data protection policies and procedures as they apply to the post, ensuring that confidential and sensitive data used by the post holder is held securely and personal data is obtained, processed and disclosed only in accordance with the principles and requirements of the Data Protection Acts.
8. To be aware of and adhere to the Council's Safeguarding Children and Adults at Risk of Abuse and Neglect Policy

**This job description is not exhaustive providing an indication only of the scope and length of the main duties and responsibilities to be undertaken by the postholder and may be subject to amendment or alteration. It may be changed from time to time to meet changing circumstances and does not form part of your contract of employment.**