

NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

JOB DESCRIPTION

Job Title: Senior Planning Policy Officer	Grade: 10
Directorate: Regeneration and Development	Service: Planning
Post No: TBC	Date of Issue: June 2019
Responsible to: Planning Policy Manager	

Main Purpose of Job:

To assist in the work of the Planning Policy team within the Planning and Development Service, and to contribute to other corporate priorities undertaken within the Directorate. To assist the Planning Policy Manager in the supervision and direction of Planning Officers within the Planning Team.

Main Tasks/Duties/Responsibilities

1. To assist the Planning Policy Manager in all areas of the work on the statutory planning framework.
2. As one of the senior members of the team, you will directly assist the Planning Policy Manager by acting on their behalf as appropriate and advising and providing support and guidance to other members of the team.
3. To be responsible for part of the planning policy budget, as agreed by the Planning Policy Manager.
4. To assist with the co-ordination and management of the development monitoring function as required in relation to spatial planning.
5. To assist with the preparation of observations on plans and reports submitted to and by external bodies.
6. To deal with general planning policy enquiries by telephone, in person or by correspondence and attend meetings as required.
7. To prepare, implement, monitor and review statutory and non-statutory planning policy documents.
8. To write reports on a wide range of areas of planning policy work for Council Committees and Cabinet and for external bodies as required.

9. To undertake the necessary background research in connection with the above duties, including reading, analysis and site visits.
10. To play a full part in the administrative and general work of the Service as required and contribute to the establishment of Service and Directorate objectives and targets in appropriate areas, including compliance with Value for Money requirements as far as they impinge on the work carried out in the Service.

Occasional Tasks/Duties/Responsibilities

1. To assist with the preparation of and conducting of public consultation programmes
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 or giving of evidence at appeals.
3. To provide evidence on behalf of the Council at public Examination of the Joint Local Plan and any other Development Plan Documents.

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 Equality 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.

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.