

REGULATORY DIRECTORATE

JOB DESCRIPTION

Date issued: January 2023

Job Title:	Planning Officer/Senior Planning Officer (career graded)
Service Area:	Strategic Planning & Enterprise
Grade:	Grade 8 (Planning Officer) – 10 (Senior Planning Officer) entry point and progression dependent on qualifications, experience, and eligibility for membership of the RTPi
Hours:	Full time/part time – up to 37 hours per week
Responsible to:	Principal Planning Policy Officer
Responsible for:	<ul style="list-style-type: none">• Grade 8 – none• Grade 9 - Supervision of other officers as assigned or seconded to the postholder• Grade 10 - As Grade 9
Contacts:	<ul style="list-style-type: none">• Grade 8 - Operates at a high level with frequent contact to give information and work with: Representatives of other authorities, including the County Council and adjoining County and District Councils; Professional agents and other representatives of private companies, solicitors etc; and Members of the public and interest/amenity Groups• Grade 9 -As above and including Council appointed consultants; Government Departments and other quangos, agencies, and consortia; and Council Members to advise and discuss planning policy and project issues.• Grade 10 – As above and including Directors and Senior Managers, as appropriate, to provide information and advice, and occasionally with Members of Parliament

Job Summary:

For all Grades:

Provide information and advice on policies, proposals, and projects, in a professional manner which contributes to the attainment of group, service and corporate objectives. To assist with, or be responsible for, the professional development of planning policies and their interpretation within the Town and Country Planning Acts and other associated regulations including the National Planning Policy Framework.

Additionally for Grade 10:

To defend the Council's position in the preparation / presentation of the Council's case at any appeals/examinations.

Key Responsibilities:

Grade 8:

- To assist with the preparation, monitoring and revision of individual planning policies, as appropriate for the development of the Local Plan for North Hertfordshire, and to make recommendations in conjunction with the Strategic Planning Manager and, where required, the Strategic Infrastructure & Projects Manager under the provisions of Town and Country Planning legislation.
- To organise public participation exercises including workshops, focus groups and attendance at Parish Council and neighbourhood forum meetings.
- To promote the Council's work and raise the profile of the Strategic Planning and Projects team particularly with regard to improvements in the social, economic, and environmental well-being of the area, by the preparation of exhibitions, leaflets, posters and other material for public participation and consultation exercises.
- To organise and undertake non-statutory consultation with the public and relevant agencies.
- To provide professional guidance to the general public and other staff of the District Council including Development Management on planning policies.
- To be informed and aware of relevant legislation, government advice and the activities of other organisations and professional associations that may bear upon planning policy and project issues.
- To assist, as required, with activities relating to monitoring, evidence gathering, Neighbourhood Planning, adjoining planning authorities and the preparation of Supplementary Planning Documents.
- To assist in any other areas of comparable work as may be required by the Service Director - Regulatory because of departmental workloads and priorities.

Grade 9 (as above and additionally):

- To be responsible for the preparation, monitoring and revision of individual planning policies or Supplementary Planning Documents, as appropriate for the development of the Local Plan for North Hertfordshire, and to make recommendations in conjunction with the Strategic Planning Manager and, where required, the Strategic Infrastructure & Projects Manager under the provisions of Town and Country Planning legislation.
- To supervise appointed consultants carrying out work for the Unit and ensure that consultancy work is effectively monitored and paid for.

- To represent Planning in partnership working to achieve corporate initiatives and strategies including work arising from community and other relevant strategies.
- To provide detailed professional advice to agents / landowners, the public, Members, and other staff of the District Council including Development Management on planning policies, master planning, and other relevant strategies.
- Subject to appropriate experience, to represent the local planning authority in regional/county/district/neighbourhood level planning initiatives, and to respond, if necessary, with appropriate Member approval, to consultations resulting from regional, county local and neighbourhood planning issues and significant, development proposals from other local authorities.
- To administer applications for neighbourhood area or neighbourhood forum status in accordance with the relevant Acts and Regulations.
- In conjunction with the Strategic Planning Manager and the Strategic Infrastructure & Projects Manager to identify and initiate projects for consideration in the Corporate Business Planning process and for inclusion and implementation in work programmes.
- Subject to appropriate experience, to assist with the defence of Council decisions by contributing to the preparation of written evidence or, in the case of Hearings, Examinations in Public or Public Inquiries, the preparation of expert evidence.
- Subject to appropriate experience, to prepare reports and make presentations to Area Committees and Cabinet on behalf of the Service Director - Regulatory as necessary.

Grade 10 (as above and additionally):

- To be responsible for the preparation, monitoring, and revision of chapters / sections of the Local Plan for North Hertfordshire, and to make recommendations in conjunction with the Strategic Planning Manager and, where required, the Strategic Infrastructure & Projects Manager under the provisions of Town and Country Planning legislation.
- To prepare briefs for, interview and appoint consultants to carry out work for the Unit and ensure that consultancy work is properly commissioned in accordance with the Council's financial regulations.
- To assist with the defence of Council decisions by appearing as witness on planning policy matters in appeal Hearings for individual planning applications or, in the case of Examinations in Public or Public Inquiries, assisting in the presentation of expert evidence.
- To propose, and implement where appropriate, improvements in the practices, systems, and organisation of the Strategic Planning and Enterprise Team.

Staff Management

Grade 8:

- None

Grade 9:

- No direct line-management responsibilities. Supervision of other Officers as assigned or seconded to the postholder.

Grade 10:

- Supervision of other Officers as assigned or seconded to the postholder.
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Service Management

- To review and develop the services for which the post holder is responsible and manage to change, to achieve continuous improvement; to maintain agreed performance targets and to meet the requirements of value for money and the relevant performance management and inspection regimes.
 - To ensure the service meets the Council's Customer First Standards.
 - To actively promote the service to raise the profile of the Council and demonstrate its value to residents and customers.
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Financial Responsibilities

- To work within the Councils Standing Orders for Contracts and Financial Regulations.
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Other Responsibilities

- To attend meetings of the Council or Committees as required.
- To ensure that all dealings with staff and the public are conducted within the Council's Equal Opportunities framework.
- To comply with all relevant legislation to ensure effectiveness in the role.
- To have regard for the duty of care of information (with particular reference to the Data Protection Act and Freedom of Information Act) gained during the course of employment that relates to other employees, the public, contractors, Elected Members etc.
- To create and maintain authentic, timely and reliable records in relation to your duties. To take due care and attention when gathering, recording, and manipulating data and to have regard to guidance issued by the Council in connection with data management.
- The job holder has a personal responsibility, whilst at work, to preserve and enhance health and safety. They must familiarise themselves with the health and safety aspects of their work and avoid contact which would put at risk the health and safety of themselves and other people including visitors, contractors, and members of the public.
- To be aware of and work in accordance with the councils safeguarding policies and procedures to safeguard and promote the welfare of children and adults at risk, and to raise any concerns relating to such procedures which may be noted during the course of duty.
- To undertake other duties which may arise or as may be delegated from time to time, commensurate with the skills required for this post.

Signed..... Manager Date.....

Signed..... Employee Date.....

Name..... Employee