

**JOB FAMILIES ~ Technical**

**Job Title: Principal Planning Policy Officer**

**Level descriptor – JM1**

<b>Role purpose:</b> To undertake planning policy activities including collecting and assessment of evidence, preparation of development plans, supplementary planning documents, briefs and advice notes and other planning policy documents, providing advice on development proposals, pre-applications, planning applications and appeals. Roles at this level will be expected to support decision making and delivery as part of the Development management service function.	
<b>Typical activities</b>	<b>Knowledge, skills &amp; experience</b>
<p>Preparation of development plans and other policy documents, supplementary planning documents, briefs and advice notes through all stages of plan preparation in accordance with statutory requirements. Advising on the preparation of neighbourhood plans.</p> <p>Manage planning policy projects and comply with legislation and national guidance which affect the development of planning policy. Prepare and collect evidence, and advise on procedures and guidelines to comply with legislation and regulations, and help deliver the Council's priorities.</p> <p>Prepare written statements and technical reports, including proofs of evidence for hearings and public inquiries and examinations.</p> <p>Provide information and advice to elected members, colleagues, businesses and the public and ensure that appropriate action is taken to comply with planning legislation and technical standards. Establish and maintain appropriate links between the public and professionals to encourage a clear understanding of each other's priorities and ways of working.</p>	<p>Vocational qualification in town planning or a related discipline to NVQ level 4 or above, relevant to planning policy. Relevant experience across a variety of different projects demonstrating a good overall knowledge of a range of planning policy projects and the essential skills and technical expertise.</p> <p>Practical experience of working within the service area, giving rise to a variety of technical skills and sound understanding of the work practices and processes involved.</p> <p>Eligibility for membership of the Royal Town Planning Institute or approved professional qualification relevant to the area of work.</p> <p>Ability to analyse designated areas of work and make recommendations to improve them.</p> <p>Ability to engage with councillors, members of the public, businesses, developers and colleagues in accordance with the statutory requirements and relevant codes of practice.</p>

<p>Engage effectively with consultants.</p> <p>Communicate effectively both verbally and in writing in accordance with information sharing protocols and record keeping policies.</p> <p>Contribute to the development of others through sharing best practice and embedding new ways of working to improve service standards and delivery.</p> <p>Undertake effective team and project working.</p> <p>Contribute to the determination of planning applications. Provision of professional policy advice on development proposals, planning applications and pre-applications.</p> <p>Devise and manage effective consultation and engagement processes.</p>	<p>Ability to prepare &amp; present evidence and policy advice clearly and confidently, including relevant technical skills such as GIS.</p> <p>Ability to manage and organise own work to meet agreed deadlines.</p> <p>Understanding and recognition of professional boundaries.</p>
<p><b>Performance measures</b></p>	<p><b>Competencies</b></p>
<p>Quantifiable objectives – quality of work and project outcomes.</p> <p>Feedback from councillors, businesses, individuals, colleagues and partner agencies</p> <p>Key Performance Indicators (where available).</p> <p>Manager assessments of technical competencies and knowledge.</p> <p>Annual performance appraisal.</p> <p>Performance of the team.</p>	<p><u>Team working</u> is a key competency for planning policy ~ demonstrate co-operation and flexibility, ability to give and receive constructive criticism and solicit ideas from others.</p> <p><u>Service user/ outcome focused</u> ~ achievement of results through appropriate decision making, evidenced based assessments, making a difference.</p> <p><u>Problem solving &amp; judgement</u> ~ develop solutions, make links between identified potential issues and possible solutions, confident in providing sound policy judgements.</p> <p><u>Planning &amp; organising</u> ~ prioritise work, organise work for self and others to agreed deadlines.</p> <p><u>Business awareness</u> ~ understand the contribution the role makes to the service and organisation as a whole and recognise how the actions of others impact on own role.</p>

	Values and behaviours framework ~ demonstrate the behaviours set out in the Council's values and behaviours framework.
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Progression to JM2 will be according to needs of the service. The level of experience, knowledge, competency and breadth of work undertaken at JM1 level must demonstrate the skills, ability and knowledge to step up and work effectively at JM2. This will be reviewed through the annual appraisal process and will include a detailed assessment of current and potential new work areas and the knowledge and skills required to work effectively at the JM2 level. This will include assessment against the following work areas:

Complex and highly technical planning policy issues and projects, particularly those critical to the delivery of the Council's key objectives.

Preparation for and regular presentation at public inquiries and hearings.

Evidence of good understanding of planning legislation, case law and its interpretation.

Acting regularly as lead officer for agreed projects

Effective and, where appropriate, sensitive presentation at committees, public meetings and other forums – recognising and responding to different levels of understanding, objectives and aspirations.

Evidence of a proactive approach to seeking solutions to complex problems.

**JOB FAMILIES ~ Technical ~ Development Management**

**Job Title: Principal Planning Policy Officer**

**Level descriptor – JM2**

<b>Role purpose:</b> Required to have significant post qualification experience to deliver planning policy projects related to significant development proposals and/or specialist areas. The role will be expected to provide technically robust policy formulation from inception to adoption of statutory plans, guidance and advice to others on how to interpret and apply policy (including other professionals) involved in the delivery of the development management service, adding value and explaining and defending the Council’s position at inquiries and examinations. May have responsibility for managing resources within a project or team (budget and/or co-ordination of people). This will be in addition to tasks described in the JM1 level descriptor.	
<b>Typical activities</b>	<b>Knowledge, skills &amp; experience</b>
<p>Take the lead in the preparing of development plans and other complex or sensitive policy documents through all stages of plan preparation in accordance with statutory requirements.</p> <p>Manage major planning policy projects and advise on legislation and national guidelines for changes that affect the development of planning policy.</p> <p>Prepare technically complex statements and reports, and proofs of evidence, and regularly present evidence at committees, hearings and public inquiries.</p> <p>Develop an expertise in specialist areas of planning policy.</p> <p>Provide information and advice direct to key decision makers and stakeholders.</p>	<p>Academic qualifications in town and country planning or similar at honours degree level or above, or in exceptional circumstances, demonstration of equivalent experience providing an in-depth knowledge of complex issues.</p> <p>Significant practical experience of working within the service area across a wide range of complex projects, giving rise to a variety of technical skills and specialist knowledge and a thorough understanding of the work practices and processes involved.</p> <p>Eligibility for membership of the Royal Town Planning Institute or approved professional qualification relevant to the area of work.</p> <p>Ability to analyse complex areas of work and make recommendations to improve them.</p>

<p>Effective management of consultants and specialists to support project delivery.</p> <p>Communicate effectively with a range of different audiences, having regard to the technical and political context.</p> <p>Engagement with professionals in other authorities and organisations such as through the duty to co-operate to deliver cross-boundary objectives and projects</p> <p>Support and mentor the professional development of colleagues and proactively encourage the introduction of more efficient and effective ways of working.</p>	<p>Ability to engage effectively and confidently with key decision makers and stakeholders across a range of planning policy issues and projects.</p> <p>Ability to manage and organise own work and co-ordinate other workstreams to meet agreed deadlines</p> <p>Understanding and recognition of professional boundaries.</p>
<p><b>Performance measures</b></p>	<p><b>Competencies</b></p>
<p>As for M1 level.</p>	<p><u>Team working</u> ~ assist team members through mentoring and longer term assistance, encouraging and empowering others, acting as a role model for others.</p> <p><u>Service user/outcome focused</u> ~ set challenging goals for self and others and identify opportunities, barriers and solutions to achieve delivery, be responsive to change.</p> <p><u>Problem solving &amp; judgement</u> ~ facilitate others to solve problems, break down complex issues into manageable parts and consider the implications of policy choices and decisions, challenge the way we work.</p> <p><u>Planning &amp; organising</u> ~ prioritise and organise work for self, make plans to meet the longer term requirements of the service.</p> <p><u>Business awareness</u> ~ understand the contribution the role makes to the service and organisation as a whole, consider how the service impacts on other areas.</p> <p><u>Values and behaviours framework</u> ~ demonstrate the behaviours set out in the Council's values and behaviours framework.</p>

**Equality and Diversity**

We expect all employees to act professionally and to treat colleagues and the public with dignity and respect. This means setting a strong personal example of good equality and diversity practice at all times and ensuring they are sensitive to the needs and views of others and reflect this in the way they behave. Managers have additional responsibilities of managing others effectively by recognising and valuing each team member as an individual and always challenging inappropriate language and behaviour.

**Health and Safety**

We all have a responsibility to work within health and safety legislation, associated codes of practice, North Somerset Council's policies and procedures and our local safe systems of work and emergency arrangements.

**Continuous Development**

Our jobs and the way we do things evolve over time and we need to keep abreast of new technologies, legislation and methodologies for our own subject areas. We are responsible for reviewing and developing our own professional practice.