

Rutland County Council

Job Description

Job Title:	Planning Policy Officer
Grade:	G04/PO1
Department:	Places
Team:	Planning Policy
Line Manager:	Principal Planning Policy Officer

Purpose of the Job:

To work as part of a team, alongside professional officers, to fulfil the Council's objectives and statutory duties in respect to development planning and planning policy. To provide support for a comprehensive, customer-orientated planning policy service focussed on achieving the Council's priorities as well as working in partnership across Rutland, the Region and the Local Enterprise Partnership (LEP) area.

To support with the provision of the Council's statutory functions regarding planning policy, including the preparation, monitoring and review of the Local Plan and the provision of advice and guidance to Neighbourhood Plan bodies.

Key responsibilities:

1. To be part of a professional, customer orientated planning policy team, contributing to the provision of a comprehensive spatial planning service for a unitary authority with strategic, local and minerals and waste functions.
2. To support the Planning Policy Team in the preparation, monitoring and review of all relevant planning policies within Rutland, especially the Local Plan.
3. To assist in the preparation of specific aspects of the Local Plan as required, at the direction of the Planning Policy Manager, the Principal Planning Policy Officer and the Senior Planning Officer.
4. To provide technical support to assist with the preparation, consultation and monitoring of other planning policy strategic and guidance as well as the Community Infrastructure Levy (CIL) and Section 106 Agreements.
5. To assist with the preparation of the Authority Monitoring Report and undertake research into policy and information relating to Rutland, the region and LEP area to support the provision and implementation of the Local Plan, Neighbourhood Plans, CIL, Section 106 Agreements and other planning policies.
6. To support the provision of advice and responses to enquiries on planning policy matters from senior officers, elected Members, Town and Parish Councils, Neighbourhood Plan bodies, community groups, developer interests and the general public.



7. To support the Planning Policy team with public consultation and at external meetings, including assisting with the preparation of evidence for Public Examinations.
8. To deal with responses to consultation documents from the Government, other planning authorities and similar planning agencies/bodies.
9. To operate departmental computerised systems and appropriate corporate systems such as the Geographical Information System (GIS).
10. To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.

Dimensions

No budget management

Contributing to the mentoring of the Planning Policy Trainee (this post is line managed by other post).

This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post.

Person Specification

Qualifications:

- First degree in planning or related subject (such as Geography)

Experience/Knowledge:

- Good knowledge of local government procedures and practices.
- Good understanding of current planning issues and legislation.

Skills:

- Willing to make enquiries and obtain information.
- Enthusiastic and self-motivated
- Able to effectively manage own time and priorities and delivers against agreed objectives.
- Able to work on own initiative as well as part of a team.
- Willing to learn new things and develop new skills.
- Communicates clearly using straightforward language.
- Able to work with others to get the job done well.
- Able to challenge the norm and find ways to improve.
- Evidence of continuous learning
- Take personal responsibility for own work and personal development.
- Able to respond to customer's needs and learn from feedback to improve the customer experience.
- Able to treat all individuals with respect and dignity.
- Literacy skills – dealing with correspondence.



- IT skills – Microsoft Office and planning database
- Numeracy skills – preparation / analysis of statistics

Values:

- Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.
- To undertake evening and weekend meetings if occasionally required
- Mobile and able to work from various locations.
- Able to work alone on occasions.

