



## **JOB DESCRIPTION**

<b>POST:</b>	<b>Principal Planning Policy Officer</b>
<b>DEPARTMENT:</b>	<b>Strategic Planning</b>
<b>REPORTING TO:</b>	<b>Head of Strategic Planning (Planning Policy and Infrastructure)</b>
<b>RESPONSIBLE FOR:</b>	Some direct line reports.
<b>GRADE:</b>	<b>6</b>

## **MAIN JOB PURPOSE:**

- 1.1 To guide, develop and deliver planning policies and strategies for Babergh and Mid Suffolk in order to achieve economic, social and environmental objectives.
- 1.2 To work collaboratively and flexibly with colleagues within the Place Directorate and in other operational delivery teams to fulfil the corporate priorities of Babergh and Mid Suffolk Councils.
- 1.3 To support the economy of Babergh and Mid Suffolk through the practical engagement and assistance to promote planned growth, well-being and prosperity.
- 1.4 Provide specialist support, advice and information to businesses and citizens in respect of the job holders' areas of expertise and responsibility.

## **DUTIES AND RESPONSIBILITIES:**

- 2.1 Provide high-level planning policy services for Babergh and Mid Suffolk Councils having regard to relevant corporate priorities and infrastructure plans.
- 2.2 Devise and develop spatial planning policies and strategies for the provision and regeneration of sites and the delivery of homes and jobs across both Districts, including a Community Infrastructure Levy.
- 2.3 Co-ordinate the spatial planning policy work-programme across both Districts and secure its timely preparation and implementation, including engagement with the community.

- 2.4 Work proactively and in partnership with stakeholders to secure sustainable development.
- 2.5 Ensure that Babergh and Mid Suffolk Councils duty to co-operate in spatial policy making is appropriately fulfilled.
- 2.6 Ensure that appropriate demographic, statistical and other research data is available and disseminated to support the functions of Babergh and Mid Suffolk Councils.
- 2.7 Ensure that appropriate evidence is gathered, reviewed and produced in the most expedient and cost-effective way.
- 2.8 Ensure that spatial planning policies are monitored, reviewed and implemented effectively, including planning obligation requirements / Community Infrastructure Levy provisions.
- 2.9 Monitor, interpret and disseminate emerging evidence and planning policy developments and ensure that emerging opportunities are exploited for the benefit of Babergh and Mid Suffolk residents.
- 2.10 Develop and manage the production of area-based planning guidance and strategies to support economic well-being and prosperity through the delivery of development management activities and other place shaping activities.
- 2.11 Support, assist and facilitate the delivery of Neighbourhood Plans and community led planning initiatives in collaboration with colleagues from other operational delivery teams and external stakeholders.
- 2.12 Provide focused spatial planning policy advice and act as the lead in one or more specialist areas. Ensure the appropriate interpretation of national guidance and adopted planning policies to support development management activities.
- 2.13 Professionally mentor and manage some operational delivery team colleagues to enable the timely preparation of spatial planning policies. Build capacity within the Place Directorate by providing advice, guidance and briefings to colleagues.
- 2.14 Provide a dedicated sustainability service and manage the processes required to secure the completion of Strategic Environmental. Assessments. Ensure that Babergh and Mid Suffolk Councils commitments under the EU Habitats Regulations are fulfilled.
- 2.15 Attend relevant council committees to present reports and provide advice on matters relating to the spatial planning policy function.
- 2.16 Provide evidence and act as expert witness at examinations in public, public inquiries and hearings on spatial planning policy matters and relevant development management matters.

- 2.17 Provide advice to the public, applicants, town and parish councils, local and national bodies, councillors and colleagues to promote better understanding on spatial planning policy matters within the community.
- 2.18 Work collaboratively in relation to corporate initiatives and project work being advanced collectively by operational delivery teams.
- 2.19 Proactively monitor and report on spatial planning policy issues within the operational delivery and make recommendations to ensure Heads of Service and Directors are kept fully informed and that the Councils have met their obligations under the relevant legislation and employed best spatial planning practice.
- 2.20 Support work and projects associated with service reviews and continuous improvement programmes in conjunction with the business improvement team.
- 2.21 Carry out other duties of a similar nature that may be required.

### **Additional information**

- a) Does this job require a DBS check? No
- b) This job will participate in planning for emergencies in terms of response to or maintaining business continuity during an emergency. The jobholder will participate in training, exercises, response, recovery or other activities to support the councils' statutory duties in relation to emergencies under the Civil Contingencies Act (2004). It is expected that when requested to do so the jobholder will temporarily but immediately cease their normal role to support the emergency planning or response activity. Yes
- c) The post is designated as being politically restricted in accordance with the term of the Local Government Housing Act 1989 and subsequent amendments. The effect of this is to prevent the postholder from having any active political role either in or outside the workplace, and automatically disqualifying them from standing for or holding elected office. No

*This is not a comprehensive definition of the post. Postholders are expected to undertake any work that comes with the remit of the post's main objective. This job description will be kept under review and may be changed at any time subject to consultation with the postholder.*

## PERSON SPECIFICATION

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

<b>REQUIREMENTS</b> The postholder must be able to demonstrate:	<b>MEASURED BY:</b> A Application form I Interview
<b>EDUCATION/TRAINING</b>	
Educated to degree level in an appropriate discipline with significant spatial planning policy experience.	A/I
Membership of the RTPI desirable.	A/I
<b>KNOWLEDGE &amp; EXPERIENCE</b>	
Extensive knowledge of complex spatial planning policy matters and procedures.	A/I
Ability to analyse, interpret and collate complex information.	A/I
Ability to present information on complex matters in an easily understood and concise fashion.	A/I
Able to provide a clear direction and vision in an inspirational and empowering way.	A/I
Significant post-qualification experience of dealing with broad range of spatial planning policy functions.	A/I
Experience of doing other planning work, e.g. development management, economic regeneration.	A/I
Knowledge of Local Government practice and procedures.	A/I
<b>SKILLS/ATTRIBUTES</b> <i>(e.g. communication, interpersonal, decision-making, problem-solving, team player, reliable)</i>	
Able to use well developed negotiation and persuasion skills in order to encourage others to adopt a particular course of action.	A/I
Initiates, fosters and enhances influential and productive working relationships with stakeholders Town and Parish Councils and the community.	A/I
Has good leadership skills and can effectively mentor others by case resolution or through discussion about competing issues or good practice.	A/I
Good IT skills and ability to use databases/spreadsheets.	A/I
The ability to work in a variety of team situations and across service areas. Flexible and resilient. Able to lead work or work collaboratively as a part of a team and to facilitate discussions to achieve outcomes.	A/I

Good time management, project management and organisational skills. Able to meet deadlines and deliver projects on time with the minimum of guidance.	A/I
Excellent oral and written communication skills. Good presentation skills. Firm and decisive, confident and articulate.	A/I
Able to respond effectively to media and other enquiries.	A/I
Able to work with the minimum of supervision, using initiative and applying good judgement.	A/I
Belief in promoting high quality outcomes and the achievement of results. Has a creative approach to problem solving.	A/I
Excellent inter-personal skills and the ability to work constructively with partners. Politically aware, fair minded, being sensitive to the needs of others.	A/I
Corporate in orientation, team worker, with a belief in supporting and empowering others.	A/I
Committed to performance management and the achievement of quality and continuous improvement in service delivery.	A/I
Empowering, valuing and developing our people	I
Valuing our customers	I
Being open and honest	I
Taking ownership	I
Being ambitious	I
<b>EQUALITY AND DIVERSITY</b>	
Considers and shows respect for the opinions, circumstances and feelings of colleagues and members of the public, no matter what their position, background, circumstances, status, appearance and whether they are one of the protected characteristics covered by the Equality Act 2010 (Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion or Belief, Sex or Sexual Orientation).	A/I



# Our Values

...we believe in



**OUR  
CUSTOMERS**



**BEING  
AMBITIOUS**



**TAKING  
OWNERSHIP**



**BEING OPEN  
and HONEST**



**OUR  
PEOPLE**

We empower, value and develop our people to work together as one dynamic and efficient team.

We care about delivering high quality, customer-focused outcomes with our communities and partners.

We are open, transparent and truthful.

We take pride in our work and take responsibility for our actions.

We are ambitious, inspiring our communities, taking pride in our places and striving for excellence.