

<b>Post Title</b>	<b>Senior Planning Policy Officer</b>
<b>Department</b>	<b>Planning</b>
<b>Division</b>	<b>Regeneration and Planning</b>
<b>Grade / salary</b>	<b>Grade F</b>
<b>Reports to</b>	<b>Planning Policy Lead/Manager</b>
<b>Date prepared</b>	<b>June 2021</b>

### **Job Purpose**

- To lead on research and development of planning policy and for monitoring relating to the Local Plan including background evidence, Supplementary Planning Documents and other relevant planning policy issues.
- To lead on the production of plans as part of the Councils' statutory development plan
- To represent the Councils on joint authority plans and place-shaping strategies with other authorities and organisations
- To undertake public consultation on planning policy issues
- To implement action and projects arising from decisions on policy issues
- Act as expert witness as required on Public Inquiries
- Represent the Council at key meetings, legal proceeding, and Inspection in support of the Local Plan.

### **Key Tasks**

#### ***Implementing and reinforcing established best practice***

1. Implement the new ways of working. Proactively collaborate with colleagues to resolve issues, educate, mentor and optimise the performance of strategy and corporate activity

#### ***Management of people and activity***

2. Work with manager to develop and manage staff including setting clear targets and objectives and proactively managing workflow, priorities and performance; and carrying out effective recruitment, induction, coaching, and ongoing staff management and development.

### **Core tasks**

3. Manage the Councils' work on strategic planning; responsible for the delivery of the Local Development Framework to guide development of the area
4. Make a lead contribution to strategy and policy and to how these are translated into service requirements - with a focus on the most complex and contentious strategies, policies, and agendas.
5. Make a lead contribution to the most significant and complex community and corporate projects

6. Identify opportunities for external funding or government programmes and develop new income streams
7. Lead on managing and monitoring contracts, developing, and maintaining constructive business relationships and establishing consistent standards, procedures, and performance measures.
8. Prepare and present reports to Cabinet, council committees and other internal and external meetings
9. Commission and support specialists across the councils to develop strategies and policies
10. Collate and present key data required for the strategic review cycle and policy development
11. Liaise with key stakeholders including management team and Members on the councils' objectives and strategic initiatives
12. Ensure a detailed risk management assessment is adopted where appropriate
13. Contribute to the development of performance and quality control KPIs.
14. Work collaboratively with stakeholders across the councils to provide a seamless service to internal and external customers, and to provide advice as needed
15. Prepare and present reports to full Councils, Cabinet and Planning committees and other internal and external meetings.
16. Accurately maintain all relevant information systems

### **Corporate Accountabilities**

1. To promote equality of opportunity in service delivery in line with strategic commitment and corporate policies.
2. To promote a culture that is supportive of the Councils' purpose, aims and values, and to take all reasonable steps to maintain good employee relations
3. Staff are encouraged to participate fully in promoting a safety culture to protect the safety and health of themselves, colleagues and other people affected by the Councils' activities
4. To understand and apply the councils' Data Protection and Data Quality policy and procedures
5. Any other duties commensurate with the nature of the post.
6. Deputise for Planning Policy Lead/Manager and cover absence of colleagues as appropriate.
7. You will be required to support Lewes District Council's and Eastbourne Borough Council's corporate priorities and to ensure business continuity e.g. emergency response, elections, deployment to critical services.
8. To work within the Council's Management and Core Competencies Frameworks. Central to the delivery of the role are the values and behaviours set out below. These are shared by all employees and applied to everything

we do. The bullet points for each competency are examples of performance required:

### Management Competencies

Leadership	<ul style="list-style-type: none"> <li>• Inspires and engenders commitment in others.</li> <li>• Leads from the front and by example.</li> <li>• Presents a united and corporate view.</li> </ul>
Managing and Developing Performance	<ul style="list-style-type: none"> <li>• Coaches and supports individuals and teams to perform at their best, motivating and developing them to achieve high performance.</li> </ul>
Managing Resources	<ul style="list-style-type: none"> <li>• Ensures the council's priorities are achieved through planned action programmes.</li> <li>• Makes best use of resources, ensuring value for money.</li> </ul>
Managing Change	<ul style="list-style-type: none"> <li>• Embraces, facilitates, implements, and manages change to improve and develop services.</li> </ul>

### Core Competencies

Sharing the Vision – Shaping the Future	<ul style="list-style-type: none"> <li>• Understands the Council's purpose, goals, objectives, and values, and is willing to behave consistently with them.</li> <li>• Knows the strategic direction of the Council and acts in support of it.</li> </ul>
Communicating Well	<ul style="list-style-type: none"> <li>• Provides the right information to the right people, at the right time, via the right method.</li> <li>• Works positively to gain understanding from others.</li> </ul>
Driving Improvement, Performance and Results	<ul style="list-style-type: none"> <li>• Takes responsibility and ownership for decisions, actions, and results.</li> <li>• Takes actions to improve skills, knowledge, and level of contribution.</li> <li>• Seeks and delivers high standards for self, team, and Council.</li> </ul>
Self-Management – self-motivated and professional	<ul style="list-style-type: none"> <li>• Is organised and uses time and technology efficiently. Adopts a flexible approach to change.</li> </ul>
Delivering for our Customers	<ul style="list-style-type: none"> <li>• Demonstrates a desire to identify and give priority to meeting the needs of internal and external customers, generating high levels of customer satisfaction.</li> </ul>
Working Together	<ul style="list-style-type: none"> <li>• Actively contributes to team working, sharing information, valuing the input of others. Works cooperatively and is committed to building productive, positive relationships.</li> <li>• Demonstrates commitment to achieving overall team objectives.</li> </ul>

**This job description sets out the duties of the post at the time it was drawn up. Such details will vary from time to time without changing the general character of the duties or the level of responsibility involved.**

## PERSON SPECIFICATION FOR Senior Planning Policy Officer

### 1. QUALIFICATIONS

<b>Essential</b> <ul style="list-style-type: none"><li>• Post-graduate qualification in Planning, RTPI corporate membership and at least 2 years relevant post-membership experience</li></ul>	<b>Desirable</b> <ul style="list-style-type: none"><li>• Further post-membership experience</li></ul>
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### 2. TRAINING

<b>Essential</b> <ul style="list-style-type: none"><li>• Evidence of continuing professional development</li><li>• Equalities</li><li>• Project and/or change management</li></ul>	<b>Desirable</b> <ul style="list-style-type: none"><li>• Coaching</li><li>• Project management tools/software</li><li>• </li></ul>
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### 3. SKILLS & ABILITIES

<b>Essential</b> <ul style="list-style-type: none"><li>• Strategic vision and ability to translate it into clear, achievable priorities and objectives</li><li>• Entrepreneurial skills and political and commercial acumen</li><li>• Ability to work effectively under pressure, prioritise and meet deadlines</li><li>• Excellent verbal and written, communication and presentation skills, including the ability to influence and to communicate effectively with a wide range of audiences</li><li>• Numerical reasoning</li><li>• Negotiation and consultation</li><li>• Analytical, diagnostic, and problem-solving skills.</li><li>• Lead and steer project teams effectively</li><li>• Decision making and problem solving</li><li>• Project and change management skills</li><li>• Proficient in relevant IT software applications</li><li>• Ability to establish strong working relationships with partners, stakeholders, and contractors.</li><li>• Ability to think innovatively and practically</li></ul>	<b>Desirable</b> <ul style="list-style-type: none"><li>• Ability to harness IT as an effective business tool</li></ul>
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#### 4. KNOWLEDGE

Essential	Desirable
<ul style="list-style-type: none"><li>• In-depth specialist service knowledge for relevant service area/function/agenda</li><li>• Knowledge and understanding of a broad range of policy, regulations, and best practice.</li><li>• Understanding of local government services and functions and latest developments in service delivery and practices in at least one function/service</li><li>• Contracts and procurement methods and practices</li><li>• Equalities policy and procedures</li><li>• Broad knowledge of the Councils' systems and services</li><li>• Project and change management</li><li>• Performance management and quality control</li><li>• Service and financial planning</li></ul>	<ul style="list-style-type: none"><li>• Good knowledge of terminology and acronyms used by service areas</li></ul>

#### 5. EXPERIENCE

Essential	Desirable
<ul style="list-style-type: none"><li>• Professional competence / expertise and proven experience in a relevant functional area</li><li>• Responsibility for planning and delivering major projects/ programmes - including across an organisation</li><li>• Preparation and presentation of reports</li><li>• Experience of strategic contract management</li><li>• Strategy and policy formulation and development</li><li>• Partnership working</li><li>• Track record of achievement in the relevant functional area</li><li>• Experience of identifying service needs and instigating, designing, developing, and commissioning innovative services to address these.</li><li>• Experience of securing external funding from charitable and government sources</li><li>• Managing conflicting priorities, sometimes under pressure</li></ul>	<ul style="list-style-type: none"><li>• Experience of working for a local authority and understanding of working in a political environment</li><li>• Working in a 'matrix' environment</li><li>• Securing funding from charitable and government sources</li><li>• Experience of managing a team</li></ul>

#### 6. PHYSICAL, LEGAL AND OTHER REQUIREMENTS

Essential	Desirable
<ul style="list-style-type: none"><li>• Politically restricted post</li><li>• Disclosure Scotland clearance</li></ul>	<ul style="list-style-type: none"><li>•</li></ul>

<ul style="list-style-type: none"> <li>• Willingness to work within the Council's Core Competency and Management Competency Frameworks</li> <li>• Flexible to undertake out of hours work as required</li> <li>• An engaging, enthusiastic, and positive manner with a strong "can do" approach</li> </ul>	
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***All staff must be prepared to understand the Equal Opportunities, Customer Care and Health and Safety policies. Managers must have a commitment to implement and abide by these policies.***