

Job Title	Principal Policy Planner (Infrastructure)		
Job Number		Preparation date	August 2021
Grade (if known)	8	Revision date	
Business Unit	Planning, Sustainability and Infrastructure		
Section	Planning Policy Team		
Responsible to (job title)	Infrastructure and Transport Team Leader		
Responsible for total number of direct reports	0	Responsible for total number of staff managed	0
Main purpose of job			
<ol style="list-style-type: none"> 1. To provide support on infrastructure matters in relation to the Local Plan through a pro-active approach, including the preparation of Infrastructure Delivery Plans, annual Infrastructure Funding Statements and through opportunities afforded by key corporate projects. 2. To lead on the delivery of the Community Infrastructure Levy, or its successor, including a future review of the rates to be applied. 3. To ensure that strategic viability issues are fully considered in the Local Plan and associated work areas. 4. To support the delivery of the planning policy service, assisting in the preparation and implementation of planning policy documents and other Council Plans and strategies. 			
Main responsibilities			
<ol style="list-style-type: none"> 1. To provide support and advice on infrastructure matters in relation to the Local Plan and its implementation, including the necessary supporting evidence base. 2. To lead on a review of the Community Infrastructure Levy, or its replacement, and the rates to be applied, including the preparation of the necessary evidence base to support this. 3. To lead on the preparation of an annual Infrastructure Funding Statement. 4. To lead on a review of the Planning Obligations Supplementary Planning Document in light of the review of the Community Infrastructure Levy rates. 5. To develop a good working relationship with key service providers in the borough in order to ensure that there is an awareness of infrastructure needs to support delivery. 6. To assist in the preparation of funding bids to support the provision of infrastructure in the borough. 7. To ensure that opportunities for spending developer funding are fully explored in order to meet resident's needs. 8. To assist in the preparation and implementation of planning policy documents as required. 			

Key tasks

1. To oversee and manage the preparation of a robust and credible Infrastructure Delivery Plan to support the Council's Local Plan, including the preparation of an Infrastructure Funding Statement to outline progress on delivery.
2. To lead on the drafting of relevant Local Plan policies responding to needs identified by key service providers.
3. To commission and oversee the preparation of a robust evidence base to ensure that viability is considered in Local Plan policies and reviews of the Community Infrastructure Levy or its replacement.
4. To prepare Community Infrastructure Levy charging schedules in line with the regulations, including the necessary reporting to Councillors, public consultation and examination.
5. To ensure that the Planning Obligations Supplementary Planning Document remains up to date and responds to any review of the Community Infrastructure Levy and the content of the Infrastructure List.
6. To ensure that a comprehensive Infrastructure Funding Statement is prepared and published on an annual basis, outlining what infrastructure has been provided and funding secured and spent, including the necessary reporting to Councillors.
7. To work proactively with spending officers in the Council and with partners to identify opportunities for securing and spending developer contributions to meet the needs of communities in the borough.
8. To represent the Borough Council at relevant technical and working groups.
9. To support the Joint Transport Officer Delivery Group with Hampshire County Council and the Local Enterprise Partnership.
10. To prepare and support the preparation of relevant Supplementary Planning Documents, Neighbourhood Plans and other strategies from an infrastructure perspective.
11. To support the council's planning policy work, as required, including supporting the formulation and implementation of policies and proposals related to the Local Plan and other Development Plan Documents/Supplementary Planning Documents in accordance with national guidance, the Council's corporate priorities and evolving best practice.
12. To represent the council at examination in public sessions, consultation events, public inquiries and planning appeals.
13. To participate in corporate initiatives, Council projects and working groups, leading to the implementation of business unit and corporate decisions.
14. To keep abreast of latest professional standards and technical developments ensuring compliance with current regulations and guidelines.
15. To provide advice and prepare reports to the council's Cabinet / Full Council, relevant Committees, corporate working groups and management teams as necessary.
16. To deputise for the Infrastructure and Transport Team Leader as required.
17. To ensure that service delivery complies with current regulations, accepted professional standards, the council's policies and procedures and appropriate legislation (including legislation on equalities, health and safety and safeguarding

children and vulnerable adults).

18. It should be noted that the above list of principal duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

Essential User	No
Special features and/or equipment (anything 'out of the norm')	Attendance at occasional evening and weekend meetings and undertaking site visits. Some site inspections across the borough and external meetings will also be required.

This document sets out the main dimensions of the job it describes. It does not define all individual tasks, which may be expected to change from time to time to meet operational needs.