

JOB DESCRIPTION

Job Title	Principal Planning Officer		
Job Number			
Grade (if known)	8		
Directorate	Borough Services		
Business Unit /Section	Planning and Infrastructure		
Preparation Date	June 2019		
Responsible to (job title)	Planning Policy Manager		
Responsible for total number of direct reports	2	Responsible for total number of staff managed	2
Main purpose of job			
<ol style="list-style-type: none"> To take a leading role in the delivery of a sound planning policy service, providing technical planning advice to internal and external customers and leading in the preparation and implementation of planning policy documents, most notably the Local Plan, but also supplementary planning documents, neighbourhood plans, and other council plans and strategies. 			
Main responsibilities			
<ol style="list-style-type: none"> Input into and lead as suitable, on the preparation and implementation of planning policy documents including the Local Plan, other development plan documents and supplementary planning documents. Also to lead on background studies and surveys, formulating policies and proposals. The progression of projects in support of the council's delivery functions, including the preparation of development briefs. The supervision of work undertaken by other members of the Planning Policy Team. The provision of high-quality advice to internal and external customers, including providing technical advice and support to relevant bodies in relation to Neighbourhood Planning. Input into the plans and strategies of other authorities and agencies. 			
Key tasks			
<ol style="list-style-type: none"> To work with the Planning Policy Manager to co-ordinate work on Development Plan Documents/Supplementary Planning Documents including the Local Plan, to prepare and monitor their implementation. To lead on the preparation of other planning policy documents including evidence base studies and Sustainability Appraisal. To work with the Planning Policy Manager and Design, Infrastructure and Transport Manager to secure the progression of work on major sites and related development projects, including preparation of development briefs and to secure the implementation of sites through planning applications arising from those briefs. To formulate policies for the Local Plan and other development plan documents and 			

strategy statements, in accordance with current national guidance, the Council's corporate priorities and evolving best practice, taking a lead role on individual policy areas.

5. To analyse and review national, regional and local policy documents and to report on their relevance to the Borough. Also to input into the plans and strategies of other authorities and agencies.
6. To lead on initiatives relating to the monitoring and progression of development within the Borough, including projects relating to housing delivery, employment and retail development, and to secure the completion and reporting of Authority Monitoring Reports.
7. To assist and provide advice on the preparation of Neighbourhood Plans and Orders, including working with Parish Councils / Neighbourhood Forums to ensure the development of sound plans.
8. To support the council's Development Management service, through the provision of policy and implementation advice in accordance with agreed performance targets.
9. To provide an efficient and effective advice service to internal and external customers on all matters relating to Planning Policy, Infrastructure and Delivery.
10. To supervise the work of Senior Planning Officers / Planning Officers / Planning Assistants within the Planning Policy Team, and the work of temporary staff, and working with Managers to co-ordinate the completion of projects in line with service plans and work programmes.
11. To prepare briefs for the engagement of consultants and to project manage their work.
12. To represent the council at relevant public consultations and appear as a professional witness at hearings, appeals and the Local Plan examination in public.
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 attend SLT/SMB, relevant council committees and other public meetings, and present reports as and when necessary.
16. To attend external meetings including, where requested and as appropriate, regional, sub-regional and County level and Parish meetings.
17. It should be noted that the above lists the principal duties and responsibilities and is not necessarily a complete statement of the final duties of the post.
18. To ensure that service delivery complies with current regulations, accepted professional standards, the council's policies and procedures and appropriate legislation (including legislation on data protection, equalities, health and safety and safeguarding children and vulnerable adults)'.

Essential User	No
Special features and/or equipment <i>(anything 'out of the norm')</i>	Attendance at exhibitions / meetings outside of normal office hours, including weekends and some site visits / external meetings.

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.