



## Job Role: Senior Planning Policy Officer

### Job Family: Specialist

## Broadland District Council and South Norfolk Council

### Purpose

Contribute to the preparation, monitoring and review of the Councils' Statutory Local Development Documents including working as part of the Greater Norwich Local Plan Team.

To contribute to the preparation, implementation and communication of the Councils' policies and strategies.

To undertake community planning and infrastructure planning, working with internal and external colleagues.

### Key accountabilities

- Liaise and negotiate with developers, site promoters, the public and interested groups to consider issues related to potential developments on allocated sites, potential allocated sites and, in conjunction with development management colleagues, on planning application sites.
- Research and prepare policy documents, committee reports, proofs of evidence and background evidence studies etc.
- Present information and advice to elected members, agents, landowners, applicants and the general public in writing, face to face and by telephone.
- Organise and represent the Councils at consultation exercises, public meetings, exhibitions and public inquiries, including producing and presenting evidence.
- Represent the Councils at appropriate external meetings and events, working groups and advisory bodies at local, regional and national events
- Ensure the production and timely delivery of planning documents, in accordance with the local development scheme and other projects, including research, evidence gathering, community engagement, writing policies and text, production and presentation of evidence at public inquiries.

### Generic skills, knowledge and experience

- Undertake **problem-solving** duties on significantly complex technical activities.
- **Responsibility** for one or more technical specialist areas.
- Technical **decision-making** duties involving significant resources.
- **Excellent communications** skills including regular presentation to stakeholders such as corporate managers, Members, Committee/Panels or other key external bodies.

### **Role specific skills, knowledge and experience**

- Degree or diploma in town planning or other relevant subject
- Chartered Membership of the RTPI or within 1 year chartered membership
- A minimum of 1 year's post-qualification experience in a planning environment
- Able to demonstrate practical skills required in the planning discipline
- Demonstrate the ability to progress multiple complex projects simultaneously and work across disciplines to achieve shared objectives
- Thorough knowledge of planning legislation and developments and the ability to interpret, explain and apply this to local circumstances
- An ability to prepare reports on complex issues which may need to be presented orally and in writing and be able to deal with any subsequent enquiries
- Demonstrate ability to work under pressure and to tight deadlines demonstrating strong organisational and prioritisation techniques
- 56-70% of this role's time will be spend on external communications

Date: 1 September 2019