



Ipswich Borough Council
Job Description: K58a

Senior Planning Officer – Planning Policy

Main Purpose of Job

To consider and co-ordinate the activities of all types of Planning Policies, to assist in the preparation of the statutory Local Development Framework (LDF) and to deal with any associated enquiries.

Main Duties

1. To contribute to the implementation of the Council's LDF policies and assist with the functions and duties of the Planning Policy Team Leader where necessary.
2. Responsible for the supervision of staff including recruitment, performance management, appraisals and training in accordance with HR policies and procedures.

Operational Duties

1. To prepare draft policies, proposals and reasoned justifications on a wide range of subjects for consultation; co-ordinate input into the Local Development Framework process from internal and external sources; consult with Officers, Portfolio Holder and Councillors prior to inclusion in the Local Development Framework.
2. To liaise with the Planning Policy Team Leader in the production of the Council's strategies on subjects such as housing, economic development, integrated transport and regeneration and assist them to achieve their diverse objectives through the Local Development Framework process.
3. To participate in the public consultation processes that will accompany publication of the Draft Local Development Framework and to analyse representations received and prepare responses.
4. To prepare responses to objections relating to Local Development documents and prepare, present and debate the Council's statement of case at local public inquiries and public examinations.
5. Prepare supplementary planning documents and concept statements where appropriate to guide the development of sites.

6. Deal with any enquiries on planning matters responding to requests for advice, from developers, government departments, managers, Head of Service, councillors, Portfolio Holder and the general public. Provide technical input to and give specialist advice to internal and external meetings. Represent the Council and Operational Area at Steering Groups, Advisory Panels and other internal and external meetings as required.
7. Manage evidence-gathering projects in support of the Local Development Framework.
8. Supervise staff to ensure that objectives are understood and achieved within appropriate timescales.
9. Maintain knowledge on planning statutes, legislation, regulations and policy. To deputise for the Planning Policy Team Leader as may be necessary on matters relating to the service.
10. Such variations as may be required from time to time without changing the general character of the duties shown above or the level of responsibility entailed.

Person Specification

Senior Planning Officer Planning Policy

ATTRIBUTES	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications	Degree / Diploma standard of education in Planning or relevant field. Member of RTPI or other relevant Professional body or institute. Evidence of continuing professional development.	Willingness to participate in training and sharing skills with others.	Application/ Certificates
Relevant experience	Experience of planning policy development and review, dealing with development plan issues. Proven experience of analysing, interpreting, and making recommendations on complex information and preparing and presenting reports. Experience of working in partnership with a variety of stakeholders including local communities. Experience of dealing with public enquiries, hearings and examination in public. Effective project management skills. Experience in consultation processes, participating and organising public consultations and dealing with councillors, stakeholders and members of the public. Demonstrable experience of using Microsoft applications (Word/Excel/MS Outlook).	Experience of implementing regeneration initiatives and bidding for Government funding. Knowledge of Planning Development Management. Understanding of wider Council aims and objectives. Supervisory experience and ability to contribute relevant leadership skills to the team.	Application/Interview /Test/Presentation

Specialist knowledge	Extensive Knowledge of national and local planning policy. Proven knowledge of the application of planning legislation. Demonstrate knowledge of project management techniques. Knowledge of sustainability, appraisal of development plans.	Understanding of wider organisational objectives. Understanding of the role of the local strategic partnerships. Knowledge of current planning reforms and effects on local government planning services.	Application/Interview Test/Presentation
Personal skills	Ability to work on own initiative and as part of a team towards agreed objectives. Proven experience of analysing and interpreting complex information. Ability to provide creative solutions to complex problems. Ability to supervise and provide direction to staff in a performance focused culture. Ability to communicate effectively both verbally and in writing with people at all levels, both internal and external to the organisation. Ability to foster and maintain effective working relationships with a variety of internal and external groups and interests. Ability to manage continually conflicting priorities, meet demanding deadlines and work under pressure.	Knowledge of equalities and diversity and how this can apply to delivering an effective and quality service. Ability to identify and manage risk. Willingness to take responsibility for self development, for keeping up to date on information relevant to the post and changes in legislation.	Application/Interview Test/Presentation
Special working conditions	Flexibility over hours of work, and ability to attend out of hours meetings.		Application/Interview