|  |  |
| --- | --- |
| **Role Title** | **Planning Policy for Place - Principal Officer** |
| **Job Family** | **Regeneration, Planning & Delivery (Place & Design)** |
| **Competency Level** | **Principal Officer** |
| **Pay Range / Scale** | **PO4/5 (Career Graded)** |
| **Purpose**  As part of their Policy for Place function the role holder will contribute to maximising the effectiveness of planning and other policies to support the delivery of the Boroughs growth ambitions,  The post holder will assist in the formulation, promotion, implementation, management, and review of planning policy, supplementary planning, and other statutory planning documents, projects and other initiatives at a strategic level and provide specialist professional advice and guidance on all relevant matters relating to Policy for Place and related activity.  Assist in the preparation, review, implementation and monitoring of the Council’s Local Plan in accordance with statutory processes, government guidance and best practice, also taking into account the spatial, economic, social, and environmental change programmes of the Council and its partners.  Work flexibly across the team on different policy themes and on project based initiatives as required.  To provide a customer focused service compliant with relevant legislation, regulations, and policies. | |
|  | |
| **Planning Policy for Place Principal Officer PO4** |  |
| **Generic Accountabilities** | **End Result/Outcomes** |
| Plan and organise work to ensure the delivery of those aspects of the service for which responsible. | Work is completed on time and to the quality and standards required.  Changes to priorities are accommodated.  Service is delivered to organisational requirements and reflects customer and stakeholder requirements, within organisational constraints.  Professional and legal compliance is assured. |
| Undertake / support consultation procedures. Identify issues, resolving as appropriate and escalating complex problems if necessary. | Activities are undertaken according to relevant guidelines / regulations / procedures.  Customer / stakeholder views are available to inform recommendations.  Data and measurements are accurately recorded. |
| Collate process and analyse complex information. Ensure all required records and information are maintained correctly. | Information / applications are processed according to procedure.  Information is managed efficiently and accurately.  Data is recorded and stored in compliance with national standards and can be shared, as appropriate, with other agencies. |
| Prepare and present results / responses / reports / recommendations. | Accurate, complete, and relevant information / reports are provided for internal and/or external use.  Issues are clearly summarised; progress and implications are reported.  The council’s position is clearly stated. |
| Provide authoritative advice, guidance, and support to colleagues, customers, and stakeholders. Respond to and investigate enquiries / escalated complaints. | Information, advice, and support are accurate, timely and constructive.  Problems are identified.  Issues are managed through to a satisfactory conclusion or escalated if appropriate.  Risk to the Council / customers is minimised. |
| Contribute to identifying and delivering information / activities to support service delivery / promote the service area /. | Requirements are effectively identified.  All materials / activities are delivered to the required standards and timescales.  Information / activities achieve desired results. |
| Challenge customers’ practice and minimise risk, referring concerns to line manager. | Customer risks are assessed.  Relevant health, safety and welfare requirements are met. |
| Work closely with others to clarify changing requirements. Identify, recommend, and support the development and delivery of improvements. Contribute to the development and implementation of policies, procedures, and systems. | Improvement opportunities and plans to achieve them are identified and recommended.  Agreed improvements are developed, delivered, and evaluated.  Changes are effectively communicated to others. |
| Lead projects or improvement programmes, or contribute to the delivery of larger projects | Practical, effective solutions are developed and delivered in accordance with legislative requirements and good practice guidelines and address any relevant environmental / conservation / technical / design issues.  Projects are delivered to agreed specification, timescales, and budgets.  All project documentation and reports are completed correctly. |
| Support others in their development, including external organisations / customers where appropriate. | Identify any changes that may impact the service / profession.  Contribute to the development of others (e.g., through sharing knowledge and skills, acting as a coach or mentor, or providing feedback). |
| Develop good working relationships and communicate effectively with internal / external organisations / partners and stakeholders. Represent specialist area internally and / or externally. Model, demonstrate and promote good practice relevant to the role. | Relevant work area reputation is maintained or enhanced.  Stakeholders are engaged with activity relevant to them.  Positive feedback is received from stakeholders.  Communications are clear, well planned, and effective.  Best practice is shared and promoted. |
| Support partnership agreements and partnership working within area of responsibility. | Activities which support partnership working are effectively delivered.  Partnership working groups produce valid and timely outputs. |
| Contribute to service / business plans for area of responsibility and to wider service planning and development activities.  Contribute to budget planning as required. | Service / business plans reflect input. |
| Quality check documents, decisions and / or presentations before delivery | All work meets the required standards |
| Act in accordance with all policies and procedures which apply to the job and understand the reasons for this. | All policies and procedures are complied with. |
| **Planning Policy for Place Principal Officer PO5** |  |
| **Generic Accountabilities** | **End Result/Outcomes** |
| Advise Senior Managers, Members, and others on issues relevant to the service area. Provide professional challenge and advice to colleagues, managers, and partner organisations. | Expert professional advice, interpretation, information, support, and challenge are provided to Waltham Forest and external parties on the full range of operational, legislative, and strategic issues within the field of expertise.  Responses to major corporate or partner initiatives / complex operational issues are managed effectively.  Major issues are managed through to a satisfactory conclusion with final decisions being made by Head of Service/Senior Management.  Feedback and complaints procedures are developed and managed. Complaints are effectively resolved. |
| Prepare and present a full range of reports (both standard and non-standard) covering area of responsibility at both Committee and any necessary Planning Hearings | Reports are prepared, distributed / presented to the appropriate committee/ to the required standards and timescales.  Evidence based recommendations are mad and defended in the right fora i.e., Local Plan Examinations, Appeals and Informal Hearings. |
| Ensure the development and delivery of continuous improvements in all aspects of the service. | Improvements are developed and delivered effectively.  Stakeholder requirements are met. |
| **Planning Policy for Place Principal Officer PO4** |  |
| **Job Specific Accountabilities:** | **End Result/Outcomes** |
| Adopt a flexible approach to project work across the wider team, working collaboratively on a range of allocated projects to achieve the best outcome.  Working on a range of projects and undertaking other generic duties as required. | Right team for the right project. Flexible use of resources and opportunity for shared learning and career development as part of the implementation of the Workforce Strategy within the service.  Responding to ad hoc or wider team projects such as for example maintaining and improving the relevant webpages or supporting corporate initiative. |
| Contribute to the preparation, implementation, monitoring, and review of the Council’s Local Plan and supplementary planning guidance as required with responsibility for particular themes.  Contribute to /Lead on the preparation, writing and production of planning policies and other policy documents   * 1. Prepare /Present documents or evidence for/at local plan examinations and other appeals, hearings, or public inquiries. | Lead on specific planning policy topic areas to be allocated.  The new Local Plan is adopted in a timely manner and reviewed as appropriate. Relevant supplementary planning guidance is prepared to a high standard  Review existing development plan policies, draft new policies, and strategies.  Prepare and assess evidence.  Present evidence at appropriate hearings etc.  Defend the boroughs policy position. |
| Prioritise climate resilience in policy development and implementation and measure the impact of policy through enabling effective monitoring processes  Continue to learn and develop these necessary skills through training, shared experience and learning and best practice. | Ensure sustainability is a crucial part of the design culture and contribute to the Councils climate change response.  Develop and share new skills and learning opportunities as part of the workforce strategy and ensure the skills base is up to date. |
| Ensure Equality Diversity and Inclusion assessment is at the heart of policy development and implementation.  Undertake Equality Impact Assessments of Planning Policies, to see if they are achieving the intended results and to identify and address unintended impacts. | Make sure policy development and implementation addresses all of the community needs,  Compliance with legislation and ensuring that EDI issues are identified, and effective mitigation put in place if required.  Assist with the impact assessment of policies from an EDI perspective to establish how they affect certain segments of the population and whether they are meeting community needs. |
| Proactively research planning policy issues, address changing national, regional, or local policies and priorities. | Carry out research and analysis, prepare topic studies and reports.  Provide high quality information.  Ensure policy changes are implemented through the Plan making process. |
| As part of the Policy for Place approach play a key role in monitoring, reviewing, and updating information and data sets, evidence base, and statutory responsibilities in the relevant areas, reviewing or amending policies accordingly. | High quality well-informed policy and delivery underpins the spatial planning framework promotes sustainable and inclusive growth enhances and protects the natural environment, responds to the climate emergency, and meets all legal requirements.  Provide sound advice to enable a balanced judgement to be made in the context of delivering the growth agenda. |
| Effectively undertake statutory processes relevant to the preparation and adoption of Development Plan Documents and Supplementary Planning Documents. | Develop spatial planning policies and strategies,  Prepare Supplementary Planning Documents and Planning briefs as may be required.  Monitor the performance of plan policies and proposals/guidance documents. |
| Support, contribute to and participate in evidence base consultancy projects. | Support the commissioning of consultancy projects as may be required.  Manage consultancy projects ensuring timely delivery and review outputs to support policy work. |
| Maintain effective partnerships and networks for the effective delivery of Local Plan projects and activities. | Attend discussions/meetings on behalf of the Council in accordance with duty to cooperate requirements/other partnership working arrangements.  Respond to planning policy consultations – national, regional (GLA), statutory bodies, neighbouring borough etc. |
| Carry out public consultation and engagements on the local plan/supplementary planning documents, analyse results and provide feedback and recommendations. | Ensure effective consultation and engagement with the community and other stakeholders on planning policy matters.  Prepare consultation reports. |
| Ensure high quality communication is maintained internally and externally with officers, elected members, and the general public. | Provide planning policy advice on planning applications/development proposals.  Respond to enquiries from stakeholders on planning information and related matters. |
| **Planning Policy for Place Principal Officer PO5** |  |
| **Job Specific Accountabilities** | **End Result/Outcomes** |
| To provide, at a senior level, specialist expertise and guidance to officers, members, developers, the public and other stakeholders on all aspects of relevant strategic planning policy and practice. | A professional service is delivered to the legislative and quality standards required.  Expert advice and opinion are provided on all aspects within the area of responsibility  Communications are clear, well-planned, and affective,  The service delivers excellent customer service standards. |
| Lead on the preparation, review, implementation and monitoring of specific planning policy themes | Spatial Planning framework promotes sustainable and inclusive growth and meets all legal requirements.  Policy framework is up to date |
| Support the commissioning of relevant evidence base consultancy projects and review and analyse the outputs. | Manage consultancy projects ensuring timely delivery to support infrastructure projects and policies. |
| **Nature of Contacts** |  |

|  |
| --- |
| **All** |
| Work directly with colleagues internal and external, other providers and external agencies to gather and exchange information and co-ordinate actions.  Develop sensitivity, persuasiveness, and negotiation and assertiveness skills to communicate with diverse audiences in emotive circumstances.  Provide specialist advice, guidance, and support on issues within area of responsibility; develop and maintain joint working and promote the Council position.  Consult with stakeholders to identify requirements. Communicate changes in policy and working practice to contacts.  **Planning Policy for Place Principal Officer PO5 (in addition to above)**  Typically involves Heads of Service and Senior Managers across the authority, and external agencies and organisations providing advice.  Direct briefing of Members on specific areas as required.  Manage relationship with delivery partners on evidence based commissions.  High levels of tact, sensitivity and diplomacy is required. |
| ***Procedural Context*** |
| **All**  Reports to: Planning Policy for Place Lead  Work within a policy framework and regulatory guidelines, applying knowledge of systems, procedures, and best practice. Work to broad managerial direction, within a policy framework and regulatory guidelines, to ensure performance standards are met within a framework of policy and legislation.    Plans own time and co-ordinates the work of others. Plan, organise and deliver interventions and actions. Responsible for professional advice, assessments, or referrals.  Exercise professional judgement in assessing stakeholder requirements, potential risk, and quality assurance of service. Monitor and evaluate performance / service delivery, ensuring all parties are informed of progress / issues as required. Thinking creatively to ensure high performance in the service.  Provide support to customers, colleagues, and other stakeholders through applying knowledge of systems, procedures, and best practice.  Responsible for meeting performance standards within a policy framework and regulatory guidelines. Accountable for proper use and security of information, resources, equipment and/or facilities within area of responsibility.  Use initiative to deal with complex issues and respond appropriately in an unpredictable work environment. May involve isolated working outside core hours. |
| Occasionally the post will be expected to work from other locations. |
|  |
|  |
| ***Key Facts and Figures*** |
| The postholder will be expected to work across the respective areas as required.  The postholder may be tasked to work on specific projects bringing their area of expertise to a specific project team. |
| **Resourcing** |
| **Budget Responsibilities**:  Planning Policy for Place Principal Officer PO4: None  Planning Policy for Place Principal Officer PO5: Project budgets as required to ensure that any external commissions are within budget and delivered to the programme  **Supervisory Responsibilities:**  **All** Project supervision of Planning Policy for Place Officers, Occasional supervision of staff or consultants temporarily assigned to the team or on specific projects. |

|  |
| --- |
| **Knowledge, Skills and Experience** |
| **Planning Policy for Place Principal Officer PO4**  Experience, knowledge and understanding of National Planning Policy Framework and the process of preparing a Local Plan, preparation of supplementary planning documents, review, and monitoring of Local Plan policy.  Experience of working in a Planning Department including planning policy work or related experience from working in another part of the development industry.  An in depth understanding of how services are provided in a local government context and political awareness and the issues facing local government.   * 1. Experience of developing and writing planning policy within a local authority, voluntary or private-sector context.   Experience of contributing to the successful design, implementation, and evaluation of projects.  Experience of contributing to the delivery of programmes and projects within agreed timescales Experience of working within multi-disciplinary teams  Experience of working in a customer focused environment dealing with developers, stakeholders, elected members, and the general public.  Experience of preparing significant reports, planning information work and statistical and research work.  Use of specialist database software or database systems – including the LDD system.  Advanced user of Microsoft Office, especially Word and Excel and other relevant software enabling the review and maintenance of the Local Plan process.  Prior experience of recording, analysing interpreting and reporting complex data and information  Experience of developing and maintaining effective management information systems and resources.  Ability to communicate effectively using a wide variety of media and methodologies, including written, oral, and visual means of communication  Experience of providing information and advice to key decision makers, such as elected members and service directors.  .  Highly numerate, with excellent analytical and problem-solving skills.  Well-developed interpersonal, persuasion and negotiating skills.  Ability to see the bigger picture as well as attend to detail.  Self-motivated, enthusiastic, and able to work with minimal supervision.  Accustomed to managing conflicting deadlines and a demanding workload.  Demonstrable commitment to equal opportunities and equality in employment and service delivery  **Planning Policy for Place Principal Officer PO5 (in addition to the above)**   * 1. Substantial relevant experience of leading on the development and writing of planning policy within a local authority, voluntary or private-sector context.   2. Substantial experience of providing specific policy advice and related planning advice to officers, members, planning applicants and the public.   3. Experience of /ability to provide evidence for local plan examinations and other appeals, hearings, or public inquiries.   4. Experience and evidence of undertaking public consultation and engagement events on planning policy and other planning projects   5. Good written and verbal presentation skills with evidence of presenting information/ reports to Planning Committee or other relevant Boards effectively   .. |
| **Indicative Qualifications** |
| Planning graduate  Eligibility or membership of the Royal Town Planning Institute. |
|  |

|  |
| --- |
| The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not intended to be a detailed list of all duties and responsibilities which may be required. This role profile will be supplemented and further defined by annual objectives, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed |