**JOB DESCRIPTION**

**Date**: September 2025

**Grade:** M9

**Post**: Senior Planning Officer - Policy

**Service:** Planning, Housing and Environmental Health

**Section**: Planning Policy

**Reports to**: Planning Policy Team Leader

**General Description of Duties**

To play an important role in the delivery of a first class, customer orientated planning policy service.

Work as part of a team responsible for the delivery of the Local Plan, related planning policy matters, conservation and climate change policy and various environmental initiatives.

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**Specific Duties**

1. To have a positive can-do approach, ensuring that all personal performance targets and outcomes are met consistently.
2. To deliver a high quality, empathic and caring customer focused service.
3. To work, as part of a team, in delivering and monitoring the Local Plan for the Borough.
4. To prepare reports, briefs, guidance and statements relating to the Local Plan process and other planning policy matters including climate change, conservation policy and regeneration where required.
5. To represent the Council, as requested by the Planning Policy Manager, on planning policy matters at meetings with partners, stakeholders and other interested parties
6. To provide planning policy advice to Development Management, other officers and Members of the Council and to members of the public.
7. To contribute to the development and implementation of the Borough Council’s regeneration and enhancement programmes and projects.
8. To work, as part of the team, in the preparation of statements and evidence to support the Borough Council’s position at Local Plan examination and other public inquiries.
9. To respond to written, electronic, or personal enquiries in relation to matters falling within the responsibilities of the post.
10. To attend Committee and other relevant meetings on occasion and to present reports as required
11. To represent the Borough Council at exhibitions and public meetings relating to the activities of the post.
12. To promote positive and effective cross-team working within the service, together with other Council services, partners, stakeholders and the public.
13. To positively contribute to the continuous improvement of the Planning Service and work proactively towards delivering the agreed outcomes.
14. To proactively identify and carry out training in order to meet personal development needs.
15. To keep up to date on legislative changes and the wide area of disciplines covering the planning field.
16. To comply with the duties placed upon employees by TMBC’s Health and Safety Policy and related procedures. To act in accordance with all instruction, information and training required in relation to those duties.
17. To observe local health and safety arrangements within their service and take reasonable care of themselves and others that may be affected by their work.
18. To undertake such other duties as may from time to time be assigned to the postholder within his/her designated area of responsibility.

**PERSON SPECIFICATION**

**Qualifications**

* A recognised degree in Town Planning
* Membership of the RTPI

**Experience**

* Post-qualification experience in Planning Policy, including policy drafting, project management and management of consultants.
* Experience of delivering a customer focussed service
* Experience of delivering consistently high performance
* Experience in producing and critiquing reports of a technical nature, and attention to detail
* Experience in using a range of software products
* Experience of communicating detailed technical information so that it is understood and maximised to its full potential by all users

**Skills and Knowledge**

* Effective negotiation skills
* Able to work independently and collaboratively as part of a team
* Ability to analyse complex situations, generate ideas and propose solutions
* Excellent knowledge of planning policy law and procedures and the ability to interpret legislation, case law, guidance and policy in order to make accurate, consistent and informed decisions
* Knowledge of the main functions of a local authority and of the wider corporate influences upon planning policy
* Excellent written, numerical, presentation and verbal communication skills

**Behavioural Competencies**

* Committed to the achievement of equal opportunities
* Supports a culture of open communication.
* Supports a culture of participation where staff feel empowered and valued.
* Contributes ideas on how to deliver improvements through re-engineered processes and the application of technology
* Supports a culture of continuous improvement.
* Demonstrates integrity, honesty and credibility at all times
* Demonstrates a positive attitude and approach
* Self-motivated and able to work with minimum supervision to meet deadlines and targets
* A flexible approach to meet the ongoing needs of the service and the council as a whole
* Commitment to cross cutting organisational working to achieve corporate goals