






Waverley is an ambitious authority, committed to being one of the leading Councils in the country at a time of major change by developing a high performing, highly engaged staff team to share the organisation's values and deliver our corporate objectives.

JOB DESCRIPTION	
Job Description	Senior Planning Officer (Policy)
Service:	Planning
Team:	Planning Policy, Infrastructure and Planning Specialists (PPIPS)
Location:	The Burys, Godalming, Surrey, GU7 1HR
Reporting to:	Principal Planning Officer (Policy)
Responsible for:	N/A
OUR ORGANISATIONAL VALUES	
Collaboration 	We know, work with and support one another. We collaborate with residents, businesses and partners and realise the potential of the Guildford and Waverley Collaboration. We empower ourselves and others.
Wellbeing 	We look after our own and other's wellbeing. We know it's okay to talk to each other about anything we are struggling with. We stay resilient and raise any concerns we have.
Trusted 	We abide by the Nolan Principles of Public Life: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, and Leadership.
Value for Money 	We spend public money wisely and carefully. We understand and follow our governance processes and raise any concerns with the right person. We celebrate successes and learn from mistakes.
Professionalism 	We provide professional advice and excellent service, we know our local areas and understand the communities we serve. We listen to all concerns and ideas. We benchmark our performance and always strive to improve.
PRINCIPAL PURPOSE OF THE ROLE	

- To take a key role in the Local Plans and Planning Policy team supporting work on the Local Plan, neighbourhood plans and other planning policy matters in line with the agreed timescale.
- To actively contribute to the Planning Policy, Infrastructure and Planning Specialists and Head of Planning in achieving Council and service objectives and targets.

MAIN DUTIES AND ACCOUNTABILITIES

- To support the development and delivery of the Local Plan, including taking the lead on specific topics, as required, ensuring that deadlines are met and consultations are carried out in accordance with the Statement of Community Involvement.
- To collaborate with internal colleagues to ensure their engagement in the preparation of Local Plan policies, in line with the statutory framework.
- Provide advice and assistance relating to the preparation of neighbourhood plans.
- To contribute to the production and review of supplementary planning documents and strategies to promote and guide beneficial development on sites within the Borough.
- To provide timely responses to consultations on planning policy matters and new documents.
- To keep up to date with national and local policies and community needs to ensure that the planning process can deliver the appropriate outputs and outcomes.
- To attend committee meetings, working parties as required and represent the Council at Local Plan examinations and planning appeal inquiries and hearings.

Business Continuity

- Play a pivotal role in business continuity planning and should the need arise assist in ensuring business recovery of key service provision in a 24-hour window.

Health and Safety

- Comply with all Health and Safety legislation for your area of work, ensuring that risks are identified, managed and monitored as required.

DIMENSIONS OF THE ROLE

- To contribute to the preparation and delivery of planning policy matters in the Borough to support the delivery of the Local Plan and Neighbourhood Plans within established deadlines.
- To work with Councillors and other Officers to develop and implement local planning policies.
- Hybrid working – working from home and in the Council Offices at Godalming but may be required to attend meetings and site visits in Waverley and, occasionally, elsewhere.
- Some out of hours attendance at meetings, exhibitions etc. is necessary.

AREAS OF ACCOUNTABILITY/PROBLEM SOLVING – DECISION MAKING / SCOPE FOR IMPACT

- The postholder will have a supporting role in the delivery of the Local Plan and neighbourhood plans for Waverley and other supporting documents, such as SPDs.

- The expectations are that work will be produced to agreed timescales and with adherence to national policy and legislation and use your professional experience to deliver sound advice.

PLANNING/ORGANISING/CONTROLLING

- The postholder would be actively involved in the engagement of the community in relation to the Local Plan and neighbourhood plans and will play a role in communicating with the local community and other interested parties.
- The postholder will need to manage their own time well to deliver tasks to a high standard and on time.

CUSTOMERS AND CONTACTS

INTERNAL

- All Regeneration and Planning Policy service staff, all other Council services
- Council Members (limited)

EXTERNAL

- Town and Parish Councils, Surrey County Council, other local authorities, other organisations, the development industry, business organisations, amenity and special interest groups, Government Departments, regional organisations, members of the public, amenity and special interest groups.

SERVICE/TEAM STRUCTURE



PERSON SPECIFICATION

Candidates must be able to demonstrate, with examples, **all essential criteria** within their application form to be shortlisted for this role.

	PERSON SPECIFICATION			
	ESSENTIAL CRITERIA	How ASSESSED	DESIRABLE CRITERIA	How ASSESSED
QUALIFICATIONS / EDUCATION / TRAINING / EXPERIENCE	Degree in Planning or a related subject.	A/C	Full Chartered Membership of the Royal Town Planning Institute (RTPI) or achievement of Chartered Membership by the end of the probationary period.	A/C
KNOWLEDGE / TECHNICAL SKILLS	Good understanding and knowledge of the legislation, procedures and guidance relating to planning policy matters.	A/I/E	Experience in Local Plan or neighbourhood plan preparation	A/I
	Competent in the use of IT applications including mapping software, word processing, spreadsheets and databases.	I	Demonstrate competence in dealing with a range of complex planning issues	I
			Knowledge of Safeguarding	I
COMMUNICATION	Good oral and written communication and negotiation skills, conflict resolution and mediation skills.	I/E	Effective negotiator	I
CUSTOMER SERVICE	Understanding of and commitment to promoting equality and diversity in service delivery and employment.	I		
	Commitment to providing good customer care	I		

	Accurate spoken English	I		
MANAGING SELF AND OTHERS	Good organisational and time management skills	I		
	Able to demonstrate sound professional judgement.	I		
	Able to work effectively as part of a team	I		
	Ability to work under pressure with minimal supervision	I		
CAN DO APPROACH / ACHIEVING RESULTS	Determination and enthusiasm to see projects through to a successful conclusion.	I		
SPECIAL REQUIREMENTS	For business continuity purposes you are required to have access to the internet at home via broadband on a PC, laptop or tablet.	A		
	Able to attend occasional evening meetings including Committee meetings.	A		
	Full and valid driving licence.	C		
	Attends site visits and meetings as required in the role and in accordance with the Business Travel Policy	A/I		

How assessed

- A = Application CV/Personal Statement
 C = Certificates/professional Registration
 D = DBS police check
 E = Exercise
 I = Interview
 M = Medical assessment

For Official Use only			
Job title:	Senior Planning Officer (Policy)	Post no:	CD19
Service:	Planning	JE score:	323
Team:	Policy	Pay band:	P6
Location:	The Burys Godalming, Surrey GU7 1HR	Position type: (if part time, working pattern)	Full time 37 Hours/ Five day week
Competencies: (level 1 – 4)	Communication:	2	
	Customer Service:	2	
	Team Working:	2	
	Managing Self and Others:	2	
	Can do approach/Results	2	
REVIEWED BY:	<i>Matthew Ellis</i>	DATE:	July 2025
CHECKED IN BY	<i>HR</i>	DATE:	
LAST UPDATED:	<i>Katherine Dove</i>	DATE:	June 2025