



Planning Officer (Strategic Planning)

LEVEL:	Level 6
ACCOUNTABLE TO:	Strategic Planning Manager
SALARY:	£33,143 - £36,363 per annum
LOCATION:	Totnes / Tavistock / Agile Working
CONTRACT:	Permanent

Job Purpose

To support the Strategic Planning Service as we prepare a new Joint Local Plan across South Hams and West Devon. This will include working alongside other Strategic Planning Officers as we continue to implement and monitor our performance against our existing policies and assist with preparing evidence and justification for the new plan.

Other key elements of the role will include making best use of our available digital planning tools, providing occasional advice and guidance to neighbourhood plan groups and providing formal responses to planning applications and appeals.

Role Profile

- Working on evidence for the preparation of a new local plan and supporting document.
- Providing clear and impartial advice and responding to queries from a range of stakeholders including elected Members, DM colleagues, residents, applicants, agents and developers.
- Supporting colleagues in our monitoring and reporting functions
- Working collaboratively with internal and external stakeholders to establish good working relationships and enhance service provision.
- Providing advice and guidance to neighbourhood plan groups
- Dealing efficiently and courteously with all enquiries from all stakeholders in relation to ongoing applications.
- Working with GIS systems and/or a willingness to learn.
- Strategic thinking to inform the evolution of new planning policies moving forward.
- Carrying out site appraisals where appropriate.



Person Specification

Qualifications

Essential	Desirable
Degree in Town and Country Planning/Urban and Regional Planning or equivalent	Evidence of continuing professional development

Knowledge / Experience

Essential	Desirable
Excellent working knowledge of planning legislation, national planning policy and planning reforms	Experience of presenting/explaining issues in formal and public meetings
Awareness of related legislation that interacts with land use planning and place making	Experience of working in a planning policy context at a Local Authority or private consultancy
	Experience of community-led planning and working with neighbourhood plan groups

Skills / Abilities

Essential	Desirable
Proven experience of utilising strong communication and negotiation skills	Ability to work with teams across the organisation and with our partners to reach positive planning outcomes
Ability to work with teams to gather appropriate evidence to support the production of policies and Local Plans, in key topic areas such as housing, economic development, natural and built environment	Willingness to share insight and knowledge to support the development of the team
Ability to learn about and propose potential digital and real solutions to local priorities working directly with senior planning officers and mapping officers	
Ability to think strategically	



Proactive approach to work and committed to providing excellent customer service

Be able to undertake site visits when necessary

General / Other

Essential

Desirable

All staff must be prepared to understand the Equal Opportunities, Customer Care and Health and Safety policies

Safeguarding Children & Adults at Risk

The Council has a Safeguarding Policy which outlines its responsibilities and the responsibilities of its employees. All employees need to be aware of this Policy and comply with the contents.

Equality, Diversity & Inclusion

The Council has an Equality, Diversity and Inclusion policy which outlines its commitment to creating a culture that respects and values each other's differences, promotes dignity, equality, diversity and inclusion, encourages individuals to develop and maximise their true potential and combats prejudice, discrimination and harassment.

Staff Code of Conduct

The public, our communities, customers and colleagues are entitled to expect the highest standards of conduct from all people working for the Councils. The Code of Conduct sets out the general standards of conduct expected of everyone working for the Councils.

Climate Change

Contribute to the Council's corporate objectives in relation to climate change by considering the environmental impact of individual and collective actions, working to reduce resource and energy use, minimise waste, and anticipate and enhance the efficiency of services in response to a changing climate, wherever possible, to help the council reduce its own carbon footprint and that of the district