



RUTLAND COUNTY COUNCIL

JOB DESCRIPTION

Position Title:	Principal Planning Policy Officer
Grade:	PO3
Directorate:	Places
Department:	Planning Policy
Responsible to:	Planning Policy Manager

Purpose of the Job:

To provide advice on planning policy for Rutland to elected members, senior officers, developers, partners/stakeholders and the general public. To contribute to Council-wide strategies and initiatives from a planning policy and information perspective.

To provide professional and technical support as part of a comprehensive, customer-orientated planning policy service focussed on achieving the Council's priorities as well as working in partnership across Rutland, the Region and the Local Enterprise Partnership (LEP) area.

To oversee on a day to day basis the provision of the Council's statutory functions regarding planning policy, including the project management, preparation, monitoring and review of the Local Plan and the provision of advice and guidance to Neighbourhood Plan bodies.

To write briefs, commission consultants and manage contracts for specialist work and projects which support the planning policy function

To oversee the provision of technical and professional support to assist with the preparation, consultation and monitoring of the Community Infrastructure Levy (CIL), Section 106 Agreements and other planning policy strategic and guidance.

Main Responsibilities:

1. To supervise and ensure on a day to day basis the effective delivery of all tasks and work activities (either personally or by the supervision of others) necessary to achieve the timely preparation and implementation of the Local Plan and all other development planning and planning policy matters impacting on the County of Rutland. To mentor members of the planning policy team to ensure effective team working. This to also include oversight of the well-being of team members.



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2. To oversee the work programmes and mentor members of the planning policy team to ensure effective team working. This to include coaching trainees and ensuring that their work programmes are designed to deliver their learning and development
3. To oversee the preparation, project management, monitoring and review of all relevant planning policies within Rutland, especially the Local Plan. This will include monitoring all planning strategies and policies impacting on development and growth in the District, such as the plans of neighbouring authorities and the County Council, as well as Government guidance, ensuring that the Council's planning interests are promoted
4. To manage, provide and co-ordinate research and information to support the development of planning policies and to help achieve wider corporate and community objectives, including where necessary commissioning specialist evidence. Contributing generally to the overall delivery of services within the Places Directorate of the Council, ensuring a highly professional customer-orientated service, supporting the delivery of the Council's priorities.
5. To commission and oversee the provision of technical and professional support to assist with the preparation, consultation and monitoring of the Community Infrastructure Levy (CIL), Section 106 Agreements and other planning policy strategic and guidance.
6. To provide advice and guidance to senior Officers across the Council and elected members on the scope and opportunity for expenditure related to CIL and Section 106 Agreements.
7. To support corporate planning for the delivery of community infrastructure to meets the needs and demands arising from the planned growth of Rutland. This will entail the provision of advice and guidance to senior Officers across the Council and elected members
8. To undertake research into policy and information relating to Rutland, the region and LEP area to support the provision and implementation of the Local Plan, CIL, Section 106 Agreements and other planning policies, including the Authority Monitoring Report.
9. To provide advice and deal with enquiries on planning policy matters from senior officers, elected Members, Town and Parish Councils, Neighbourhood Plan bodies, community groups, developer interests and the general public.
10. To represent the Council on planning policy issues in line with the above duties at external meetings, including the preparation of evidence for Public Examinations and representing the Council at these.



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11. To manage and encourage the effective engagement with the community, partners and stakeholders in all aspects of development planning and planning policy, and deal with responses to consultation documents from the Government, other planning authorities and similar planning agencies/bodies.
12. To lead, collaborate and/or contribute to corporate initiatives and projects, providing a planning policy input as may be required as well as designing and delivering projects using contract management, monitoring and evaluation skills as required.
13. To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.
14. To manage delegated budgets and ensure effective financial planning and monitoring in accordance with the Council's Financial Procedure rules.
15. To lead and develop a motivated team and ensure they are developed in their role through effective use of 'My Conversation'/supervision and effective performance management as appropriate.
16. Take reasonable care for your health and safety and have regard to other persons who may be affected by the performance of your duties, in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Departmental codes of practice and procedures. You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.
17. This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

Dimensions

Day to day monitoring and supervision of budgets with authority to approve expenditure up to £10,000.

Line management of the Senior Planning Officer, Community Infrastructure and Planning Obligations Officer and the Planning Policy Monitoring and Support Officer.



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JOB REQUIREMENTS

QUALIFICATIONS

Essential	Method of Assessment *
Planning degree or equivalent	A/D
Full Corporate Membership of the RTPI	A/D

EXPERIENCE/KNOWLEDGE

Essential	Method of Assessment *
Significant experience of development planning and planning policy work.	A/I/T
Experience supporting a local plan through examination	A/I/
Excellent knowledge of the planning policy function and planning Legislation and demonstrate an ability to interpret policies	A/I/T
Experience of public consultation and engagement with customers and residents and the ability to be diplomatic, tactful and able to maintain discretion in difficult circumstances	A/I
Evidence of effective operational management & achievement of targets, projects, plans.	A/I
Evidence of effective anticipation, management & implementation of change to a successful conclusion.	A/I

Desirable	
Evidence of working effectively within a political environment	A/I
Supervision of professional and support staff	A/I
Experience of coaching/mentoring or managing staff	A/I
Able to project manage the local plan process and own work and that of other team members	A/I



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SKILLS

Essential	Method of Assessment *
Manages time effectively and delivers against agreed objectives.	A/I
Communicates clearly using straightforward language. Strong interpersonal skills to work effectively with the colleagues, stakeholders, communities and the public; tactful and diplomatic.	A/I/T
Challenge the norm and find ways to improve delivery and resolve problems.	A/I
Utilises and promotes continuous learning - willing to learn new things and develop new skills.	A/I
Takes personal responsibility for own work.	A/I
Able to lead, effectively managing and making best use of all resources & partnerships.	A/I
Able to respond to customer's needs and learns from feedback to improve the customer experience.	A/I
Excellent negotiation and persuasion skills	A/I
High level personal drive and commitment to excellent customer care.	A/I
Able to maintain professionalism, particularly in difficult situations	A/I
Willing to make enquiries and obtain information	A/I
Enthusiastic and self motivated	A/I
IT skills including the use of databases and word processing	A/I

Desirable	Method of Assessment *
IT skills – mapping and geographic information systems	A/I



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EQUALITY AND DIVERSITY

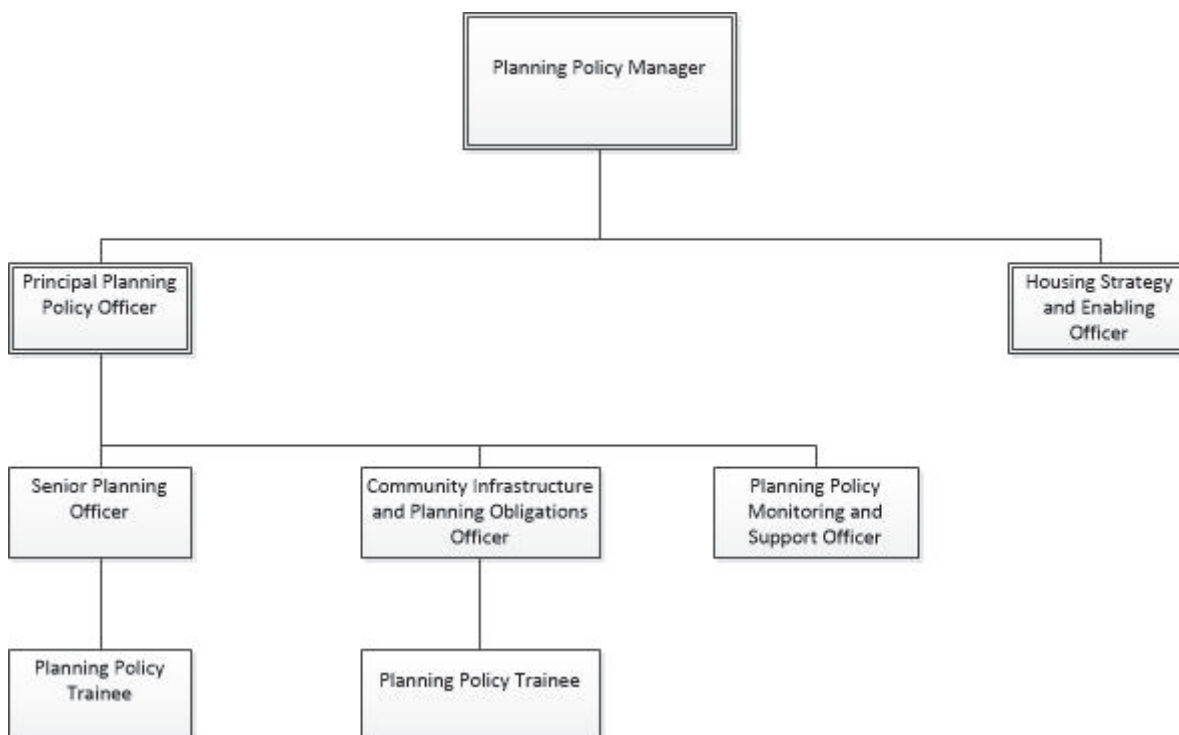
Essential	Method of Assessment *
Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.	A/I

OTHER

Essential	Method of Assessment *
Flexible in working patterns to fulfil commitments of the role and team.	A/I
Willingness and ability to visit other sites as and when required.	A/I

* A = Application Form D = Documentary evidence I = Interview T = Test

STRUCTURE





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NOTE: These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both the original job description and amended job description to the Human Resources Department.

DATE	CHANGE - YES/NO	PREPARED BY (Name & Position Title)
October 2018	New JD	Roger Ranson Planning Policy Manager
August 2020	Yes – revised JD to take account of revised duties and responsibilities	Roger Ranson Planning Policy Manager
October 2025	Yes – new template	Roger Ranson, Planning Policy& Housing manager