



Job Description

Job title	Planning Policy Officer	Hours	37 hours <i>Flexible working options are available, including job share</i>
Department	Planning	Salary	Up to SK14 (£41,607 per annum)
Location	Council Offices, Grantham with a mix of hybrid working	Contract	Permanent

Main Job Purpose

To work as part of a team of professional officers to fulfil the Council's objectives and statutory duties in respect to development planning, with a specific focus on providing advice and guidance in relation to Neighbourhood Plans.

This role is not politically restricted.

Main Statement of Responsibilities

The main duties and responsibilities of this post are to:

- Give advice and assistance to the Planning team, the rest of the Council and qualifying bodies for the purpose of, or in connection with, facilitating the making of proposals for Neighbourhood Plans within the district.
- Contribute to the preparation and delivery of the Local Plan for South Kesteven, Neighbourhood Plans and other related planning documents.
- Support and encourage community engagement in development planning.
- Ensure the Council's planning interests are promoted, having regard to the plans and proposals of adjoining authorities.
- Provide a planning policy input, especially from a Neighbourhood Plan perspective, to corporate initiatives and projects.
- Provide Planning Policy input to the Development Management Team regarding planning applications
- Prepare written representations and to attend examination hearings with respect to development planning.
- Reply to general correspondence, emails and answering telephone queries on neighbourhood planning and general planning matters in accordance with service timescales



- Attend meetings with qualifying bodies, the general public and Elected Members as required, providing advice and guidance on Neighbourhood Plans and all relevant development planning issues.
- Provide support for AD of Planning, Development Management & Enforcement Manager and Planning Policy Manager in the preparation of documentation for consideration by Cabinet and Council.
- Contribute to projects and initiatives to improve the delivery of the Planning Service.

Core values

Our vision is to “be the best district in which to live, work, and visit.” To achieve this promise, we are building an organisation with a strong internal culture. Our values determine how we behave and deliver services to our residents and businesses and how we interact with each other, and we believe that our values are just as important as skills.

They focus attention on six areas:

Trust

- We act with credibility, professionalism and integrity in all that we do.
- An important guiding principle in the Council’s operations and decision-making process, Trust is found in all relationships; from colleagues, Members and building our resident’s trust.

Empowerment

- Committed to creating an environment where colleagues are encouraged and supported to take initiative.
- A culture of collaboration and teamwork where everyone is encouraged to share ideas, contribute and work together.

Accountability

- Taking responsibility for our actions and operating in a transparent manner.
- Being responsible for our own performance.

Making a Difference

- Addressing the complex challenges we face with innovative solutions.
- Driven by a purpose to create a positive impact and improve the lives of residents and the community of South Kesteven.

Supportive to All

- Putting residents at the heart of everything we do.
- Being an inclusive Council that values and celebrates diversity.

Kindness

- Empathy and understanding of others.
- Treating everyone with respect.



Flexibility

Some flexibility in the working hours will be required from time to time. This job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to duties which may have to be varied (after discussion with the post holder) subject to the changing needs of the organisation.

Person Specification

Relevant Experience, Skills and Knowledge

Essential

- Manages time effectively and delivers against agreed objectives
- Able to work with others to get the job done well
- Able to challenge the norm and find ways to improve
- Evidence of continuous learning
- Take personal responsibility for own work
- Respond to customer's needs and learn from feedback to improve the customer experience
- Basic knowledge of local government procedures and practices
- Understanding of current planning issues and legislation, particularly in relation to development planning and Neighbourhood Plans

Desirable

- Previous experience of working in a planning or regulatory environment

Relevant Qualifications

Essential

- Degree or Diploma in Town and Country Planning or closely related discipline
- Full clean driving licence or the ability to make suitable alternative travel arrangements

Communication and Interpersonal Skills

Essential

- Communicates clearly using straightforward language
- Ability to work as part of a team
- Creative, flexible approach to problem solving
- Forward thinking and delivery focussed
- Willing to work unsocial hours, including evenings and weekends if required
- Ability to remain calm in pressurised situations