ROLE PROFILE

Role Title: Senior Planning Officer (Strategic Planning)

Service: Planning & Regulatory Services

Team: Planning Services

Directorate: Planning, Economy, Wellbeing and Leisure

Accountable to: Principal Planning Officer

Grade: PO2

Car Category: Essential

Work Style: Mobile Office Based Worker

Purpose of role

- To assist in the efficient and effective delivery of the Council's Strategic Planning Service, ensuring that day-to-day operations align with the strategic goals of the Planning Service.
- To contribute to the provision of a high-quality Strategic Planning Service, supporting the development and implementation of planning policies that benefit the borough.

Key Objectives

This is a generic list of Key Objectives for the post. The post holder's core tasks will vary depending on which service area they are located.

1.	To assist the Strategic Planning Manager under the supervision of the Principal Planning Officer (Strategic Planning) to deliver an efficient and effective Strategic Planning service.
2.	To contribute to the drafting and preparation of the Local Plan and other strategic planning and regeneration policy documents. Assist in the appointment and management of consultants, ensuring that commissioned work on time and within budget.

3	To support the Principal Planning Officer (Strategic Planning) in the training, development, and mentoring of Planning Officers, contributing to the team's professional growth.
4.	To assist in reviewing strategic planning issues with the Principal Planning Officer (Strategic Planning), including policy formulation and evidence gathering to support planning initiatives.
5.	To provide policy observations to Development Management colleagues, ensuring alignment with strategic planning objectives.
6.	To represent the Council in negotiations with internal and external stakeholders on strategic planning matters, under the guidance of the Principal Planning Officer (Strategic Planning).
7.	To prepare and present the Council's case at Local Plan Examinations, and support Development Management colleagues in appeal matters, acting under the direction of the Principal Planning Officer (Strategic Planning).
8.	To undertake surveys, research and data analysis, preparing written and statistical reports to support the preparation of the Local Plan and other strategic planning documents, as directed by the Principal Planning Officer (Strategic Planning).
9.	To contribute to the preparation, development, and implementation of strategic planning projects and programmes of work, supporting the Principal Planning Officer (Strategic Planning) in ensuring project goals are met.
10.	To participate in community engagement and public consultation exercises, reporting findings to assist in the ongoing preparation of the Local Plan and other strategic planning initiatives.
11.	To prepare reports for a range of audiences, making written recommendations on planning matters, ensuring consistency with the objectives set by the Principal Planning Officer (Strategic Planning).
12.	To attend and represent the Service at public meetings, ensuring the Council's position is clearly communicated, under the supervision of the Principal Planning Officer (Strategic Planning).

Scope

The role will primarily involve working within the Strategic Planning team to shape the future growth and development of the borough. The Senior Planning Officer will focus on ensuring effective communication and collaboration within the team and with external stakeholders to align with the Council's strategic planning objectives.

Work Profile

1. Strategy

The post holder will contribute significantly to shaping and implementing the Council's strategic planning policies, including supporting the development of the Local Plan and related planning strategies. They will align their work with the broader objectives of the Strategic Planning Service and the Council's overall strategic goals.

2. Performance

The post holder is responsible for achieving key performance targets relating to their role, particularly in delivering components of the Local Plan and other strategic planning documents. They will proactively identify, communicate and mitigate risks that could affect performance standards.

Accountability is maintained through regular reporting to the Principal Planning Officer (Strategic Planning) regarding their personal objectives and contributions to team goals.

3. Service Quality

The post holder will ensure the delivery of a high-quality and professional strategic planning service, focussing on excellence in policy development, project management and community engagement. They will monitor and contribute to service improvement initiatives, ensuring continuous enhancement of performance indicators relevant to strategic planning.

4. Resource Management

The post holder will manage resources effectively within the Strategic Planning team and including the oversight of external consultants and ensuring efficient use of vehicles and equipment. They will support the Principal Planning Officer

in the prudent management of these resources, particularly concerning the Local Plan and other strategic projects.

5. Supervision and Management

Although the post holder does not have direct line management responsibilities, they will mentor and support junior staff within the Strategic Planning team. They will assist the Principal Planning Officer in fostering a collaborative and high-performing environment by contributing to the training, development and professional growth of Planning Officers.

6. Culture

The post holder will promote a positive organisational culture that is outward-looking, evidence-based, and customer-focused. They will support the Council's commitment to equality of opportunity, ensuring that strategic planning services are delivered with fairness, transparency and a focus on customer excellence.

7. Communications

The post holder will engage in regular communication with other Council services, external partners, and stakeholders to facilitate effective and efficient responses to strategic planning matters. They will provide timely updates to senior management on the progress of key projects, highlighting risks, opportunities, and next steps to ensure alignment with the Council's strategic objectives..

8. Main Contacts

The post holder will engage with managers, team members, the Customer Experience team, partner agencies, Elected Members, and members of the public to provide advice on strategic planning and policy matters. There will also be occasional interaction with Senior Management Team, particularly on strategic planning issues..

9. Commitment

The Council’s normal working week for the purposes of calculation of premium rates and enhancements is Monday to Friday 7 am to 7 pm. The Councils operates a standard working week of 36 hours.

10. Risk Management

The post holder will identify and manage risks relating to strategic planning cases and projects, providing recommendations and leading on risk mitigation actions to ensure successful outcomes.

11. Creativity

The post holder is expected to contribute innovative ideas and solutions within their work area, particularly concerning the development and implementation of strategic planning processes. They will consult with the Principal Planning Officer before making significant changes, ensuring that all initiatives align with the Council's strategic goals.

12. Decisions and Consequences

The post holder will make informed recommendations on strategic planning initiatives, contributing to the development and implementation of the Local Plan and other planning policy documents. They will ensure that their decisions align with the Council's broader strategic objectives and maintain the Council's reputation for excellence in planning services.

13. Work Context

This role will focus on strategic planning matters within the West Lancashire Borough. The post holder will work closely with Elected Members, businesses, and the public, ensuring effective engagement and delivery of planning policies.

The above duties and responsibilities do not include or define all tasks, which may be required to be undertaken by the post holder. The duties and responsibilities may vary without changing the general character of the duties or the level of responsibility entailed. These factors are reflected in the grading of the post.

14. Working Conditions

The post holder will often be in contact with members of the public and cases that are difficult and require sensitivity, confidentiality and discretion. They may also be in receipt of sensitive data and information while performing their duties and will be expected to fully comply with legal requirements and Council policy, in the handling of this.

15. Equal Opportunities

The Council is committed to achieving equality of opportunity both in the delivery of services to the community and its employment arrangements. We expect all employees to understand and promote our policies in their work.

16. Customer Focus

The post holder is expected to meet the Council's Standards of Customer Care at all times. To champion Customer Excellence and service improvements that are needed to enhance the customer experience.

17. Core Tasks

The post holder will be expected to undertake any other duties which may be required within the needs of the service that are commensurate with the grade.

18. Health & Safety

All employees have a responsibility for their own health & safety and that of others while undertaking their duties. Employees have a general duty to assist the Council in implementing its general statement on health & safety policy.

19. Legislation

The post holder is expected to comply with Data Protection legislation and all other relevant and applicable statutory legislation together with Council policies and procedures.

20. Training & Development

The post holder is expected to comply with the Council's policies and practices relating to training and development, including a regular development appraisal.

21. I.T.

The post holder is expected to comply with the Council's policies and practices relating to use of I.T. and equipment.

22. Physical Demands

The role involves standard physical demands for office-based and off-site work.

23. Political Restrictions

This is not a politically restricted post.

PERSON SPECIFICATION
In this section the Skills, Knowledge, Qualification and Competency requirements to perform the role to a satisfactory standard are set out. The extent, nature and level of the role holder's knowledge and skills should be specified

PERSON SPECIFICATION	Examples specific to role	Required		Method of Assessment Application (A) Interview (I), Testing (T), Reference (R)
		Essential	Desirable	
SKILLS AND KNOWLEDGE **Technical knowledge and qualifications**	RTPI recognised degree (or equivalent qualification) in Town and Country Planning	X		A
	RTPI Member		X	A
	Substantial experience in planning, or planning related, work in the public or private sector	X		A, I
	Experience in the preparation of Planning Policy documents, including dealing with members, stakeholders and the general public		X	A, I
	Experience of conducting a masterplanning exercise and / or implementation of infrastructure projects		X	A, I
	Thorough knowledge of Government Planning Guidance and Legislation	X		A, I
	Knowledge of Development Plan preparation process	X		A, I
	Knowledge of sustainability issues	X		A, I

	Knowledge of national and strategic planning issues Knowledge of the information and data systems and applications used in a planning context.	X	 X	**A, I** **A, I**
Planning and organising work	Ability to work to tight deadlines on a wide variety of tasks Methodical and well organised, with a commitment to providing a quality service and attention to detail Highly developed ability to identify, prioritise and manage tasks	**X** **X** **X**		**A, I, T** **A, I** **A, I, T**
Planning capacity and resources	Delivery of results under pressure Planning for long-term projects & deliverables Experience of supervision of team members including assessing workloads and work distribution	**X** **X** **X**		**A, I, T** **A, I** **A, I**
Influencing and interpersonal skills	Able to successfully demonstrate strong interpersonal and supervisory skills Able to engage with colleagues and elected members effectively to ensure that issues are prioritised and resolved and queries answered with high customer satisfaction rates Able to engage with a range of internal and external stakeholders in the production of reports, information and communications.	**X** **X** **X**		**A, I** **A, I** **A, I**

	Capable of dealing with the public and representatives of private sector organisations with tact, and with firmness when required	**X**		**A, I**
PROBLEM-SOLVING **Using initiative to overcome problems**	Ability to work across the service's operations, to identify a range of appropriate solutions to issues and problems. Ability identify and implement solutions to issues and be a champion of change.	**X** **X**		**A, I** **A, I**
Managing risk	Ability to consider and assess risks associated with improving services and raising customer standards. Ability to identify mitigating measures that may be implemented to minimise risk	**X** **X**		**A, I** **A, I**
Managing change	Ability and willingness to continuously improve through implementation of changes on a regular basis. Ability to promote change in a positive manner to others	**X** **X**		**A, I** **A, I**
ACCOUNTABILITY and RESPONSIBILITY **Undertakes tasks without supervision**	Ability to work independently and take ownership of key responsibilities of the post	**X**		**A, I**
Other	Commitment to Equality Commitment to Health & Safety Satisfactory Baseline Personnel Security Standard Check	**X** **X** **X**		**I** **I** **Document Checks (includes Basic DBS)**

	The ability to fulfil all spoken aspects of the role with confidence through the medium of English language. This includes the ability to converse with ease with customers and colleagues and provide advice in accurate spoken English	**X**		**A, I**

COMPETENCIES REQUIRED – All post holders must be able to comply with the Council's Expected Behavioural Standards which include:

- **Putting customers first;**
- **Being positive and adaptable;**
- **Taking responsibility and achieving results;**
- **Working together;**
- **We do what we say we will do when we say we will do it.**

In addition, for those posts with management responsibilities the Expected Behavioural Standards will include:

- **Service delivery and change management;**
- **Financial and resource management;**
- **Leading, motivating and developing.**

Other information

- able to travel to meet service delivery requirements
- available to undertake work outside of normal working hours

Signed Line Manager	Signed Head of Service	
Print Line Manager	Print Head of Service	Date