

# Rutland County Council

## Job Description

<b>Job Title:</b>	<b>Senior Planning Policy Officer</b>
<b>Grade:</b>	<b>Scale PO1 - £32,029 to £34,788</b>
<b>Department:</b>	<b>Places</b>
<b>Team:</b>	<b>Planning Policy</b>
<b>Line Manager:</b>	<b>Principal Planning Officer</b>

### **Purpose of the Job:**

Work as part of a team including professional officers to fulfil the Council's objectives and statutory duties in respect to development planning and planning policy.

To contribute to the provision 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 support the provision of the Council's statutory functions, including the preparation, monitoring and review of the Local Plan and the provision of advice and guidance to Neighbourhood Plan bodies.

To assist with the implementation and monitoring of the Community Infrastructure Levy (CIL) and Section 106 (S106) agreements.

### **Key responsibilities:**

- Work as part of a professional, customer orientated planning policy team, providing a comprehensive spatial planning service with strategic, local and minerals and waste functions.
- Contribute to the preparation, monitoring and review of all relevant planning policies within Rutland, in particular the Local Plan and advice to Neighbourhood Plan bodies
- Assist with the preparation of specific areas of the Local Plan as directed.
- Provide technical support for the preparation, consultation and monitoring of other planning policy strategy and guidance, Community Infrastructure Levy (CIL), and Section 106 Agreements.
- Undertake research into policy and information, commissioning appropriate evidence where needed, relating to Rutland, the region and LEP area to support the provision and implementation of the Local Plan, Neighbourhood Plans, CIL, S106 agreements and other planning policies.



- Provide advice and responses to 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.
- Represent the Council on planning policy issues at external meetings, including preparing evidence for Public Examinations
- Deal with responses to consultation documents from the Government, other planning authorities and similar planning agencies or bodies.
- Update department computer systems and databases, including the Geographical Information System (GIS)

*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.*

## Person Specification

<b>Qualifications</b>	Degree in planning or equivalent Full Corporate Membership of the RTPI
<b>Experience</b>	Relevant and significant experience in town planning, ideally in planning policy Monitoring Section 106 Agreements Public speaking /presenting on planning matters, and giving evidence at hearings/enquiries Working with Elected Members Working with partners to develop infrastructure delivery plans
<b>Knowledge</b>	Extensive knowledge of planning policy regulations and processes Sound knowledge of the Neighbourhood Planning Process
<b>Skills</b>	Willingness to make enquiries and gain information Able to work on own initiative as well as part of a team Literacy and numeracy skills to produce correspondence, reports, presentations and prepare and analyse statistics. Organisation and time management skills to manage workload and deliver against agreed objectives. Good communication and interpersonal skills – able to interact verbally and in writing with clarity, diplomacy, tact and compassion. Negotiation skills



Able to use a range of IT systems, email, word and excel.  
Willingness to learn new things and develop new skills

## Values

To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values.

Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.

Enthusiasm and self-motivation

Commitment to excellent customer care

Mobile and able to work from various locations.

Able to undertake occasional evening and weekend meetings and work alone on occasions

