

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Communities

Job Ref Number: 04019

Service Area: Planning Services

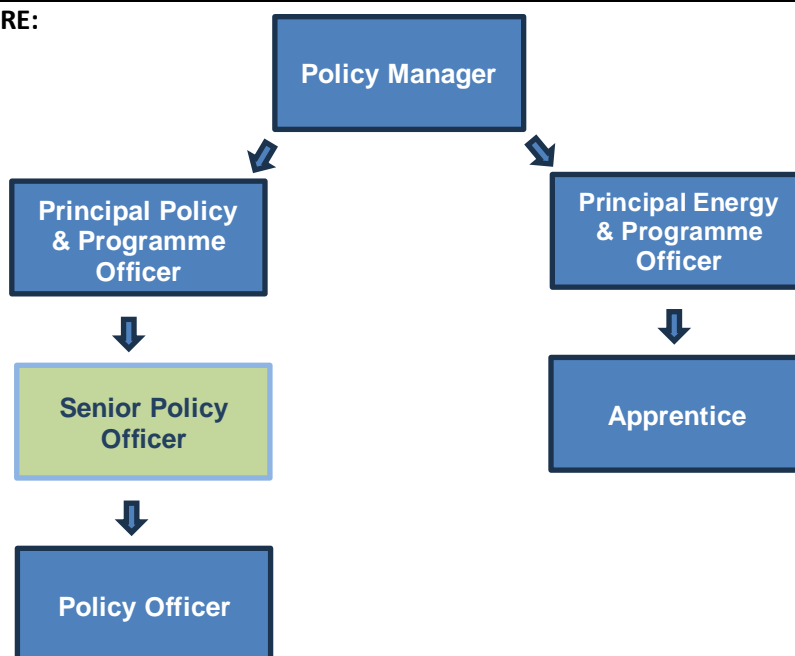
Grade: G10

Job Title: Senior Policy Officer (Plan Making & Strategy)

PURPOSE OF JOB:

To undertake specific responsibilities in the development, implementation and monitoring of county-wide plans and programmes, including the project management of key tasks associated with the preparation and implementation of the Lincolnshire Minerals and Waste Local Plan and Community Benefits Framework and dealing with consultations on policy documents and planning applications from district councils, neighbouring authorities and other bodies .

TEAM STRUCTURE:



MAIN DUTIES (The specific accountabilities of this role will be flexible and will change to meet the needs of the organisation as required but will include (or be equivalent in nature to) those listed below):

1	To contribute to the preparation, implementation and review of the Lincolnshire Minerals and Waste Local Plan including the preparation of technical evidence and other supporting documents, pursuant to the county council's statutory function as minerals and waste planning authority
2	To undertake public engagement and consultation with local groups, public bodies, developers, landowners and other stakeholders on the development of the Minerals and Waste Local Plan and associated documents, including representing the county council at public/stakeholder meetings and negotiating with stakeholders to promote effective policy development
3	To take an active role in the development of strategic planning across Lincolnshire, including the preparation of spatial development strategies, nature recovery strategies and infrastructure delivery plans
4	To assist in the development and implementation of a new strategic framework to guide the negotiation of community benefits from developers in connection with nationally significant infrastructure schemes, including governance arrangements and the project management of funding projects
5	To independently interpret planning legislation, government policy, best practice and case law and ensure this is taken into full account and applied when making decisions and utilising professional judgement in the formulation and implementation of statutory planning policies and non-statutory guidance

6	To oversee and manage the duty to cooperate function on behalf of the county council to maximise the effectiveness of mineral and waste local plan preparation in the context of strategic cross boundary matters in close collaboration with other mineral and waste planning authorities and relevant public bodies
7	To monitor the effectiveness and performance of the Minerals and Waste Local Plan and other planning policy documents through the preparation of the authority monitoring report
8	To co-ordinate the collation, analysis and regular reporting of data in connection with the Minerals and Waste Local Plan and allied documents
9	To provide both written and oral evidence as an expert witness in relation to minerals and waste policies at independent examinations, public enquires and planning appeals, including hearing statements and proofs of evidence
10	To project manage the preparation of planning policy documents such as sustainability appraisals, habitat regulation assessments, site briefs and technical studies, including the coordination of project briefs, budgets and tendering processes (taking account of relevant legislative and government policy requirements, committee cycles, public consultation and stakeholder engagement)
11	To promote and protect the county council's interests and responsibilities as minerals and waste planning authority at national, regional and sub-regional working groups in consultation with neighbouring regional bodies, local planning authorities and other relevant bodies
12	To provide professional advice and guidance on county council policies and procedures to developers, elected members, media, other council departments, businesses, interest groups and the public, including the preparation of reports and presentations at scrutiny committee, executive and full council meetings in relation to related strategic policy matters
13	To line manage the Policy Officer and when necessary supervise the work of other junior staff and contractors/consultants appointed to carry out specific projects
14	To assess and respond to a range of consultations from other local planning authorities, town and parish councils and neighbourhood forums relating to the preparation of local/neighbourhood plans and the determination of planning applications, particularly in relation to the safeguarding of important mineral and waste resources
15	To build and maintain strong and positive working relationships with stakeholders, partners, government agencies, developer, landowners and interested parties (for example, working with the minerals and waste industry to promote appropriate site allocations)
16	To work co-operatively across the county council directorates to deliver a professional planning input into corporate activities, including the development of policies and the implementation of service strategies and delivery plans to meet corporate targets and objectives.
17	To remain up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct to uphold standards of best practice

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Degree or postgraduate qualification in town and country planning or relevant subject	A	✓	
Full Membership of the Royal Town Planning Institute	A		✓
Significant experience of preparing and monitoring local plans and planning policy documents	A/I	✓	
Experience of preparing minerals and waste planning policies	A/I		✓
Up to date knowledge of the English planning system, in particular town and country legislation and national policy underpinning Local Plan production, maintained through continued professional	A/I	✓	

development			
Excellent written and verbal communication and numerical skills	A/I	✓	
Highly competent in the use of a wide range of information technology, including word processing, spreadsheet and presentation software, database systems, geographic information systems and consultation management systems	A/I	✓	
Project management ability and knowledge of relevant techniques	A/I	✓	
Ability to work independently with minimum supervision, prioritise own work programme, measure and evaluate own performance and progress	A/I	✓	
Able to participate effectively in partnership working arrangements	A/I	✓	
Knowledge and understanding of the political structure and decision-making procedures of local government, and ability to work within a political environment dealing tactfully with politically sensitive issues	A/I	✓	
Ability to line manage staff	A/I	✓	
Ability to supervise, work and liaise effectively with contractors, suppliers and outside bodies and agencies	A/I	✓	
Experience of implementation of planning policy through development management, enforcement or site monitoring	A/I	✓	
Significant knowledge of minerals and waste planning in the context of government policy and legislation	A/I		✓
Ability to read, understand and explain technical drawings and plans	A/I	✓	
Maintain an expertise in relation to current and professional best practice in relation to field of work	A/I	✓	
Excellent interpersonal, negotiation, time management, and influencing skills	A/I	✓	
Listening, analytical and research skills relevant to planning	A/I	✓	
Knowledge of other disciplines, such as transport, nature recovery and economic development, that have land use planning implications and the work of agencies involved in these areas	A/I		✓
Able to identify service needs, opportunities and weaknesses	A/I		✓
A full clean driving licence	A		✓
*A = Application form I = Interview			

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self service to achieve maximum cost effectiveness.

The postholder is expected to work to the [Lincolnshire County Council core values and behaviours](#) and carry out the duties in accordance with corporate policies.

Other duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Safeguarding - All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council safeguarding policy.

