

Job Description & Person Specification

GLCCA Area: Growth and Investment

Job Ref Number:

Contract: Permanent

Grade: 8

Politically Sensitive: No

Job Title: Planning Policy Officer

PURPOSE OF JOB:

The post holder will lead on a range of planning policy matters and play a key role in the production and monitoring of the Greater Lincolnshire Spatial Development Strategy. This will involve contributing and leading on elements of evidence and policy areas associated with housing, economic development, environment, and infrastructure (including transport, waste and minerals).

They will build relationships with internal and external partners (including local planning authorities, the County Council, as well as national Agencies such as Natural England and National Highways), to design a strategic vision and contribute to the development of workable planning policies and their monitoring, considering all sources of relevant evidence including best practice, data and intelligence.

They may be asked to contribute to other areas of the Combined Authority's strategic planning service, including:

- Assessment and determination of strategic planning applications, or decisions on mayoral intervention on applications referred for their consideration.
- Production of Mayoral Development Orders
- Production of a Mayoral Community Infrastructure Levy and associated evidence.

TEAM STRUCTURE:

The Planning Policy Officer reports to the Strategic Planner (Spatial Development).

Director of Resources



Deputy Director (Growth and Investment)



Head of Infrastructure and Planning

↓ Strategic Planner ↓ Planning Policy Officer	
MAIN DUTIES:	
The Post Holder will be directly responsible for successfully executing the following duties:	
1	To contribute and lead on elements of the preparation, monitoring and implementation of the Greater Lincolnshire Spatial Development Strategy, and related planning policy and guidance.
2	Act as a point of contact and work collaboratively with local authorities, Combined Authorities, MHCLG, and other key stakeholders to align strategies and policies to bring about development that supports and benefits communities across a regional and national scale.
3	Analyse data trends, research, and national policy developments to inform policy and strategic decision-making.
4	Work with Officers and partners to implement other corporate policies and plans, such as the Local Growth Plan, Local transport Plan and Local Nature Recovery Strategy. Contribute to multi agency working groups to support delivery of any other strategic objectives, where planning can play a role.
5	Represent the Combined Authority at regional and national forums in relation to planning, acting a voice for Greater Lincolnshire
6	To provide advice and briefings on planning policy matters to officers, elected members, external partners, Councils, Parish Councils, community groups, developers, and members of the public. Including responses to MHCLG requests, consultations and funding opportunities.
7	Preparation of reports for presentation to more senior officers, Committees and external groups.
8	Project Management, including the instruction of external consultants to meet exacting timeframes to fit plan production timeframes, and satisfy the requirements of relevant agencies and bodies as appropriate.
9	Design and execute consultation plans to promote meaningful feedback on draft planning documents from the public, developers, landowners, agents, statutory

	agencies as well as all other relevant stakeholders and people from different groups.
9	Contribute to the monitoring of the Spatial Development Strategy, other relevant policies and plans, and Mayoral CIL as applicable, through the collection of relevant planning data, site visits and surveys and preparation of monitoring reports.
10	Contribute to other parts of the Authority's planning function as required, including planning application case work, Mayoral CIL, and Mayoral Development Orders as appropriate.
This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to perform other duties as directed by their line manager that are commensurate with the level of the post. This document will also be supplemented by key objectives which will be set through the performance and development review process.	

PERSON SPECIFICATION	
Requirements	Essential/ Desirable
Degree level qualification in relevant subject area or equivalent experience	E
Some practical experience of working within a planning policy field (eg Spatial Development Strategies, Local Plans, Neighbourhood Plans), which could include projects undertaken for University or work experience.	E
Knowledge of best practice and requirements in planning policy, national planning policy and guidance, and legislation.	E
Ability to carry out research projects and gather sometimes complex data	E
Experience using data and insight to inform strategy and decision-making.	E
A clear strategic and lateral thinker, able to be a clear and effective decision maker in a sometimes complex and challenging environment	E
High level interpersonal skills enabling collaborative, co-produced working with a wide range of partners, and the ability to build mature relationships and effective networks	E
Personal and professional probity, integrity and credibility that sustains the confidence and trust of Members, senior managers, staff and external partners and stakeholders, that fosters a positive reputation for the organisation.	E
Experience of partnership working, negotiation, and influencing decisions to secure organisational aims	D
Skills in engagement and consultation to promote meaningful feedback on draft planning proposals	D
Good time/project management and ability to work on multiple related projects concurrently to timescale. Delivering against competing priorities and deadlines.	D

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 Combined County Authority Core Values and Behaviours and to carry out the duties in accordance with GLCCA 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.