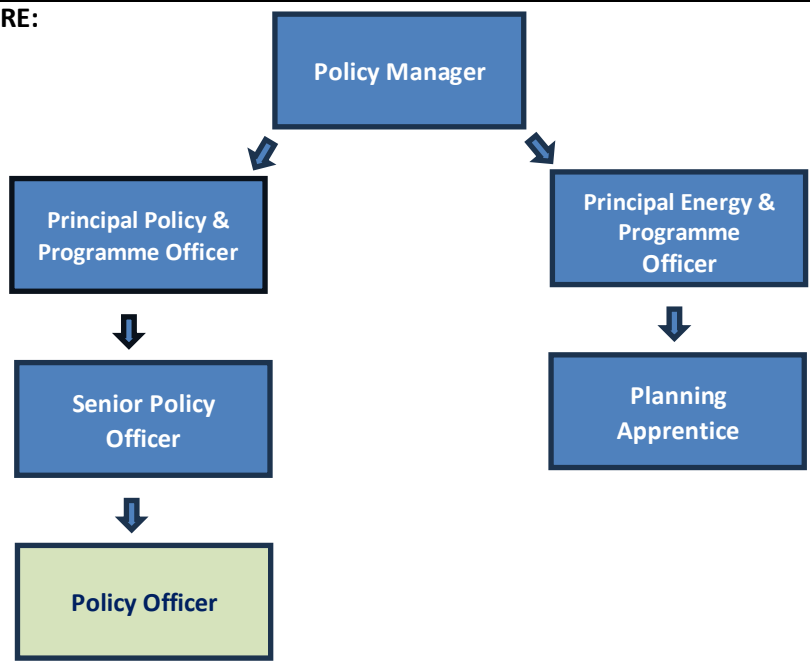


JOB DESCRIPTION & PERSON SPECIFICATION	
Director Area: Place	Job Ref Number: 04020
Service Area: Communities	Grade: G8
Job Title: Policy Officer (Engagement & Spatial Monitoring)	
PURPOSE OF JOB: <ul style="list-style-type: none"> Oversee the development and management of effective research, data and engagement processes to support the preparation and implementation of strategic plans (including the Minerals and Waste Local Plan) and the assessment of planning applications Drive digital innovation and efficiency across the planning service to facilitate faster decision making, partnership working and improve access to planning data and wider engagement activities 	
TEAM STRUCTURE:  <pre> graph TD PM[Policy Manager] --> PPO[Principal Policy & Programme Officer] PM --> PEO[Principal Energy & Programme Officer] PPO --> SPO[Senior Policy Officer] SPO --> PO[Policy Officer] PEO --> PA[Planning Apprentice] </pre>	
MAIN DUTIES:	
1	To assist in the preparation, monitoring and review of strategic policy documents, including the Minerals and Waste Local Plan, Community Benefits Infrastructure Framework and Spatial Development Strategies. Duties include public engagement activities, target-setting, policy formulation, database management and evidence gathering in the form of mapped data.
2	To help facilitate and embed digital engagement into the development of planning policies and associated delivery programmes, including the creation and maintenance of consultation portals, webinars, web pages and story maps where appropriate
3	To conduct high-level research (including statistical modelling and trend analysis) and prepare and present maps, reports, technical papers and other documents utilising desktop graphics and map-based software
4	To assist in the collation, administration, interpretation and ongoing monitoring of statistical and other data in relation to plan making (e.g. consultation databases) and social, environmental and economic conditions

5	To undertake regular field surveys/site visits to capture data and map-based information
6	To engage with developers and other stakeholders to ensure that community benefits from nationally significant infrastructure schemes are distributed fairly and equitably across the county in line with corporate priorities (including identification and monitoring of strategic and non-strategic projects)
7	To assist in the assessment and monitoring of planning decisions in the context of the performance of statutory plans
8	To deal with enquiries and provide professional advice on county council policies and procedures to developers, elected members, media, other council departments, businesses, interest groups and the public, including the preparation and presentation of spatial data and monitoring information.
9	To provide both oral and written evidence at planning committees, member briefings, public inquiries, appeals and examination hearings, as and when appropriate.
10	To represent Lincolnshire County Council on sub-regional, regional, inter-regional and national working groups and engage with neighbouring regional bodies, local planning authorities and other relevant public bodies, in the context of strategic cross-boundary matters under the duty to cooperate
11	To assess and respond to a range of consultations from other local planning authorities, town and parish councils and neighbourhood forums, including preparation stages of local/neighbourhood plans and the determination of planning applications, particularly in relation to the safeguarding of important mineral and waste resources
12	To assist in the preparation and maintenance of authority monitoring reports and other required statements to evaluate the impact and effectiveness of policies and proposals set out in corporate strategies and plans
13	To build and maintain strong and positive working relationships with stakeholders, partners, government agencies, developers, landowners and other interested parties (for example, working with the minerals and waste industry to promote appropriate site allocations)
14	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.
15	To work co-operatively across directorates/service areas to deliver professional planning input into corporate activities (including the development of policies) and assist with the implementation of strategies and delivery plans
16	To deliver training, mentoring and support to the team and wider planning service on the use of map-based and database systems.

PERSON SPECIFICATION			
Requirements	Where identified*	Essential	Desirable
Degree or postgraduate qualification in the built and natural environment or equivalent	A	√ ?	
Desirable to be a member of the RTPI or working towards membership	A		√?
Good knowledge of the planning system (preferably planning policy)	A/I	√?	
Experience of working within planning, regeneration, transport, economic development or an equivalent sector relating to the built and natural environment (either in local government, private practice or third sector)	A/I		√
Experience of data analysis, monitoring and database management	A/I	√	
Highly numerate and literate with experience of presenting and clearly explaining analysis to a range of audiences including key stakeholders and decision makers.	A/I	√	
Highly competent in the use of a wide range of information technology, including word processing, spreadsheet and presentation software, database systems, GIS production (preferable) and data management systems	A/I	√	?
Ability to interpret, project manage and monitor plans and programmes	A/I		√
Ability to work independently with minimum supervision, prioritise own work programme, measure and evaluate own performance and progress.	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	√?	
Knowledge of the waste management and minerals industries and the legislation and technologies impacting upon these sectors.	A/I		√ ?
Ability to read, understand and		?	

explain technical drawings, maps 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 skills, time management, negotiation and influencing skills	A/I	√?	
Listening, analytical and research skills relevant to spatial planning	A/I	? √?	
Knowledge of other disciplines, such as transport and economic development that have land use planning implications	A/I		?√
Able to identify service needs, opportunities and weaknesses	A/I	√?	
A full driving license	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 to carry out the duties in accordance with Lincolnshire County Council 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. In addition, employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

