LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation:	Planning Policy Officer (Career Grade)	**Grade:**	SO1 - P01 to PO3
Reports to (Designation):	Principal Policy Officer	**Grade:**	P05 - P06
Directorate:	Place	**Department:**	Planning

Main Purpose of the Job

To provide professional advice and recommendations to the Council and officers on all matters relating to planning policy, particularly central, regional and local government planning issues, and recommend appropriate local policy implementation.

Specific Duties and Responsibilities:

P01

1. To provide specialist Policy advice, and technical support for applications and pre-applications on minor and small major scale development as well as AODs for both minor and major applications including undertaking site visits, drafting written responses, and attendance at meetings, negotiation with landowners, agents, developers and other officers within Planning and other service units, stakeholders and interested parties, as required and under supervision.

2. Under supervision, contribute to written representations, prepare witness statements and proofs of evidence and appear as expert witness at hearings and public inquiries.

3. To undertake research and prepare evidence on all aspects of planning policy issues.

4. To contribute to the preparation of relevant Supplementary Planning Documents, evidence base documents and other policy reports to support and promote the work of the Strategic Planning team including contributing to the co-ordination of consultations, preparation of reports and post approval actions.

5. Undertaking site visits, collecting data and the preparation and presentation of reports, including items for Committee, to enable effective monitoring of the Council's Planning and related policies.

6. Contributing to the review of the Council's Planning policies in line with the outcomes of monitoring.

7. To engage with external consultants where required.

8. Keep up to date on new policy, guidance, legislation, techniques and developments.

9. Support in the preparation of bids/business cases for external resources necessary to fund key projects and programmes.

10. Contribute to the provision of training and briefing sessions as required.

11. Proactively propose ideas for projects that enhance services and boost revenue to managers, contribution as part of a sub-team to plan and implement them, train colleagues in the new methods.

12. Maintain a record of all training and professional development undertaken.

13. Internal Contacts: These include colleagues and officers in development management, enforcement, business improvement team, policy, housing, regeneration and other areas of the council.

14. External Contacts: This will include residents, resident associations and other local groups, the Greater London Authority and other statutory bodies, landowners, developers, agents and architects.

15. To carry out the duties of the post with due regard to the Council's relevant codes and procedures.

16. To carry out duties with due regard to the Council's values and behaviours.

17. All employees are required to participate in Appraisal and Performance Management processes and to undertake appropriate training and development, including mandatory induction training, identified to enhance their work.

18. Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to restructuring the duties of this post for a disabled postholder

This job description may need to be amended by the directorate to meet the changing needs of the service.

Number of fully managed staff: N/a

Title:	**Grade**	**No of posts**

Number of partially managed staff: N/a

Title:	**Grade**	**No of posts**

CRITERIA FOR PROGRESSION TO P02 (as for P01 plus the following)

1. To provide specialist Policy advice, and technical support on a range of applications affecting the built environment up to medium major applications, pre-applications, reserve matter applications, planning permissions and enforcement including undertaking site visits, drafting written responses, and attendance at meetings, negotiation with landowners, agents, developers and other officers within Planning and other service units, stakeholders and interested parties, as required and under minimal supervision.

2. Under minimal supervision, contribute to written representations, prepare witness statements and proofs of evidence and appear as an expert witness at hearings and public inquiries.

3. Assisting with the supervision of the organisation of the Local Plan examination and the collation of documents.

4. Under minimal supervision, undertake research and prepare evidence on all aspects of planning policy issues.

5. Under minimal supervision, lead on the preparation of relevant Supplementary Planning Documents, evidence base study and policy reports to support and promote the work of the Strategic Planning team including contributing to the co-ordination of consultations, preparation of committee reports and post approval actions.

6. Proactively propose ideas for projects that enhance services and boost revenue to managers, moderate contribution as part of a sub-team to plan and implement them, train colleagues in the new methods.

7. Review and keep up to date on new design guidance, policy, legislation, techniques and developments and inform and advise the Planning Service on implementation and implications for the Borough.

8. Act as Lead on preparation of Equalities Impact Assessments of planning policy documents when required, formulating appropriate recommendations and reporting on results.

9. External Contacts: This will include Members, MPs and grant aiding organisations in additional to those listed above.

Consideration will be given to restructuring the duties of this post for a disabled postholder

This job description may need to be amended by the directorate to meet the changing needs of the service.

CRITERIA FOR PROGRESSION TO PO3 Senior Officer (as for PO1 & PO2 plus the following)

1. To provide specialist Policy advice, and technical support for more complex, large major applications affecting the built environment including undertaking site visits, drafting written responses, and attendance at meetings, negotiation with landowners, agents, developers and other officers within Planning and other service units, stakeholders and interested parties, as required under minimal supervision.

2. To prepare and present statements and evidence for public inquiries and informal hearings. Including liaison with other professional witnesses, legal advisers and counsel.

3. Lead on the preparation of relevant Supplementary Planning Documents, evidence base study and policy reports to support and promote the work of the Strategic Planning team including contributing to the co-ordination of consultations, preparation of committee reports and post approval actions.

4. Supported by the Principal Policy Officer, lead with the supervision of the organisation of the Local Plan examination and the collation of documents.

5. Lead in developing, setting, reviewing and monitoring performance indicators through the Authority Monitoring Report (AMR) for the implementation and effectiveness of the Council's Local Plan and other policy documents.

6. Lead on the appointment of consultants to undertake evidence base and policy work and ensure tenders, contracts and budgets are complied with and that consultants are effectively project

7. Under minimal supervision, to manage the preparation of bids for internal and external resources to fund key policy projects and programmes.

8. Attend meetings of the Planning Committee and any other meetings of the Council as may be required, including public meetings.

9. Contribute to responses on statutory consultations from regional and national government on emerging policy documents or legislative changes.

10. Provide responses on relevant member enquiries, FOIs, and complaints.

11. Proactively propose ideas for projects that enhance services and boost revenue to managers, considerable contribution as part of a sub-team to plan and implement them, train colleagues in the new methods, and keep the process notes up to date.

12. To help ensure effective liaison and co-ordination with other parts of the department, and with other services as required on design and other related matters.

13. Deputising for the Principal Policy Officer during periods of absence, including presentations at Committee as may be required.

Consideration will be given to restructuring the duties of this post for a disabled postholder.

This job description may need to be amended by the directorate to meet the changing needs of the service.

PERSON SPECIFICATION

Job Title: Planning Policy Officer (Career Grade) **Grades:** SO1 - P01 to P03

Department: Planning Service

Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.
Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria, you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

Person Specification Requirements	
Knowledge	
P01-2	
Knowledge of:- • Town and Country Planning Acts • Planning and Compulsory Purchase Act • Government's Planning Policy Guidance, Statements, Regulations and Circulars • National Planning Policy Framework • London Plan and regional planning issues • Broader Council-wide corporate and planning issues.	**S**
P03 in addition to the above	
An extensive knowledge of the above	**S**
Aptitude	
P01-2	
Practical and output orientated.	
Able to work well under pressure and to deadlines.	
Proactive and creative approach to work.	
Ability to respond positively and where necessary sensitively to enquiries from the public, Members and other external contacts.	
Able to work with minimum supervision.	
P03 in addition to the above	

Ability to operate in a strategic environment.	
Able to contribute at a senior level to cross Council initiatives and multi-disciplinary projects.	
Equal Opportunities	
Awareness of and a commitment to Equality of Access and Opportunity in a diverse community	**S**
Understanding of how equality and diversity relates to this post.	**S**
Experience	
P01	
Experience of team working in a planning environment.	**S**
Experience of providing policy advice to achieve sustainable places.	**S**
Experience of researching, writing and presenting reports on policy issues.	**S**
Experience of working with various stakeholders of the planning service.	**S**
Experience of facilitating effective collaborative working.	
Experience of coordinating workshops and consultation event.	
P02 in addition to the above	
Experience of successfully negotiating with and advising landowners, developers, agents, architects etc.	**S**
Experience of preparing and organising work programmes	**S**
Experience of researching, writing and presenting reports on complex policy issues.	**S**
Experience of drafting witness statements and Proofs of Evidence and representing the Council as an expert witness at planning hearings, public enquiries and examinations.	
PO3 in addition to the above	
Experience of operating in a strategic policy making environment.	**S**
Experience of preparing planning policies for the Local Plan and other planning policy documents	**S**
Skills	
P01 – P03	
Ability to appraise development proposals against national, regional and local policy.	**S**
High-level, clear and concise communication skills, both verbal, written, enabling the development of effective working relationships to influence a wide range of audiences.	
Excellent presentation skills.	**S**
IT literate with good self-service computer skills.	**S**
Ability to quickly grasp complex information to arrive at effective outcomes and solutions.	
Sound negotiating skills to achieve creative solutions that enhance design quality.	
Qualifications /General Education	
P01 – P03	
Completed degree or postgraduate qualification in town planning	**S**
Post graduate town planning qualification	

Membership of a recognised professional body (IHBC, RIBA, RTPI)	
Evidence of continuing professional development.	
Personal Qualities	
Resilience and drive to meet the demands and pressures of the post.	
Self-motivated approach with ability to meet critical deadlines and handle sensitive issues.	
Able to work with and build a rapport with a range of people from different disciplines	
To be outgoing and supportive to create a positive work atmosphere to deliver effective and focused work as part of the team.	
Circumstances	
Able to attend occasional evening Committee meetings, working parties etc. and occasional work outside normal office hours.	
Flexibility to undertake other duties commensurate with the grade and within the capabilities of the post holder that may arise from time to time.	

DBS Disclosure Required? **No** [√] **Basic** [ ] **Enhanced** [ ]

(Tick as appropriate – guidance available from your HR Advisor)