

# Hart job description and person specification

## Job Description

### **Job title**

Policy Planner

### **Department**

Place

### **Grade**

G

### **Salary**

£35,816 - £38,294 (pay award pending)

### **Manager**

Planning Policy and Economic Development Manager

### **Job summary**

The post-holder will support the Planning Policy and Economic Team in the delivery of an effective planning policy service. You will contribute to the broad range of planning policy work with some responsibility for certain aspects of the team's work. Areas of work will include the preparation, monitoring and review of planning policy. You will manage and maintain data and provide a strong technical/ICT skill set within the team.

### **Main responsibilities and activities**

1. To assist in the day-to-day handling of all aspects of Planning Policy work
2. To assist with the preparation of the Local Plan and associated documents including consultation and engagement, working with external consultants as required
3. Carrying out research, analysis and preparation of data for and the production of planning policy and guidance, including the Authority Monitoring Report.

4. Contributions to and, as appropriate, the preparation of, Sustainability Appraisals and Equality Impact Assessments as required in accordance with statutory requirements and best practice.
5. To assist the team in supporting Neighbourhood Planning, maintaining the Self Build Register and updating the Brownfield Register
6. To provide professional advice within the Council, including the policy implications of planning applications, and in response to external enquiries including planning agents and members of the public.
7. To assist in the evaluation of and response to policy initiatives of neighbouring authorities, Central Government, Regional and other bodies.
8. To represent the Council on officer working groups both within and outside the Council as appropriate
9. To carry out policy-based research, analysis and evaluation to identify and report on new policy issues that need to be addressed by the Council.
10. To maintain a current knowledge of relevant law, policies, working practices and procedures.
11. Attend and as required, actively participate in meetings and exhibitions including those held outside normal office hours.
12. To contribute to the development of other Council strategies as required.
13. To make full use of ICT skills and resources to support the above tasks, including GIS and database management.
14. Provide a high-quality service for our residents, staff, managers, and external partners.
15. Make customers feel warm, welcome, wanted, and cared for when they are interacting with you.
16. Promote the **HART Values** by:
  - Being **helpful**
  - Being **approachable**
  - Being **responsive**
  - **Taking ownership** of challenges and problems to ensure they are dealt with appropriately.

## Standard Clauses

- To work in an internal and external customer related way in accordance with the Council's core HART values, and in accordance with adopted procedures and good practice.
- To assist in/manage the identification, development and implementation of Manual and Information Technology systems and procedures.
- To comply with the Council's Equal Opportunities policy, Code of Conduct and other relevant policy, procedures, and legislation.
- To comply with and/or ensure compliance with the Council Data Protection Policies and the Data Protection Act and other relevant legislation.
- All employees have a responsibility to ensure they take a vigilant approach at all times to safeguard members of the public, colleagues, and themselves and that they follow adopted procedures and good practice to aid in the identification and effective reporting of any safeguarding concerns.
- In the event of a Civil Emergency to take on any new roles and responsibilities allocated by Leadership Team, and to be available to undertake any training that maybe required to fulfil this role.

**(For Management Posts)** This post carries specific responsibilities for Health and Safety in particular the carrying out/updating of Risk Assessments.

Hart District Council's Safety Policy and other safety procedures and guidelines are deemed part of this job description. Employees must look after their own health, safety and welfare and be mindful of other persons who may be affected by their acts. Employees must cooperate and comply with management instructions regarding Health and Safety issues and report all accidents, incidents and problems as soon as practicable to their supervisor, manager or other senior members of staff available.

**This is not a complete list of all the responsibilities and activities of the job. Some responsibilities and activities may change to meet service needs. These changes will be discussed with the post holder and will not significantly affect the nature or level of responsibility or job grade.**

# Person specification



## Job title

Policy Planner

## The HART Values

We aim to recruit candidates who are committed to our core values. We want customers to feel warm, welcome, wanted and cared for when interacting with Hart District Council.

To achieve this, all staff should promote the **HART Values** by:

- Being **Helpful**
- Being **Approachable**
- Being **Responsive**
- **Taking ownership** of challenges and problems to ensure they are dealt with appropriately.

The following table sets out the essential and desirable attributes we are seeking for this role.

Attributes	Essential	Desirable	Evidence
Education and qualifications	An RTPI accredited qualification, or an equivalent mix of qualifications and experience, so that within 2 years you will have gained sufficient experience to apply for MRTPI	A Member of the Royal Town Planning Institute	Documentary evidence
Experience and knowledge	Good knowledge and understanding of planning legislation, policy and guidance  Committed to providing high quality customer service	Experience of work in town planning either in the public or private sector  Experience of working in Planning Policy or Development Management in a local authority	Application form and interview

Attributes	Essential	Desirable	Evidence
Skills and abilities	<p>Well disciplined, well developed research and analytical skills</p> <p>Able to write concisely and effectively</p> <p>Able to keep accurate and organised records</p> <p>Ability to present information in a logical way to justify an informed view</p> <p>Computer literate and proficient in Microsoft Office software</p> <p>Ability to make customers feel warm, wanted, welcome and cared for</p> <p>Ability to take ownership of tasks, challenges, and problems to achieve an appropriate outcome</p>	<p>Ability to listen and negotiate to resolve issues and handle difficult or contentious situations professionally</p> <p>Ability to work with limited supervision</p>	Application form and interview

Attributes	Essential	Desirable	Evidence
Personal qualities	<p>Desire to become a full member of the RTPI</p> <p>Able to work effectively; independently and as part of a team</p> <p>Good communication skills</p> <p>Flexible approach to working</p> <p>Ability to work effectively under pressure to tight deadlines</p> <p>Has high standards of work and pays attention to detail</p> <p>Commitment to professional and personal development</p> <p>Ability to manage own time</p> <p>Commitment to delivering the best possible services for residents, and internal and external customers</p>	Uses initiative to identify service/process improvements	Application form and interview
Other working requirements	<p>Full driving licence and access to a car for work purposes</p> <p>Ability to attend meetings out of hours</p>		Application form

**Signatures:**

Job-holder .....

Manager .....