

Hart job description and person specification

Job Description

Job title

Principal Policy Planner

Department

Place

Grade

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Salary

£43,312 to £46,318 (pay award pending) [plus market supplement if applicable].

Manager

Planning Policy and Economic Development Manager

Job summary

Reporting to the Planning Policy and Economic Development Manager the post will play a major role in the work of the planning policy team primarily preparing evidence-based planning policies and guidance; monitoring and review; neighbourhood planning, engaging with external organisations, responding to consultations and providing input into the Development Management process.

The post will make a positive contribution to the Council's core values by being helpful, approachable, responsive and taking ownership of challenges and problems, while making customers feel warm, welcome, wanted and cared for.

Main responsibilities and activities

1. Assist the Planning Policy Manager in the carrying out of his duties and deputise for the Planning Policy Manager in his absence.
2. Play a leading role in local plan preparation and other planning policy initiatives including taking the lead on individual projects and policy areas.

3. Attend and present reports and evidence to Committees, Member steering groups, working parties and public meetings.
4. Initiate and supervise research to support and inform policy preparation and to ensure the Planning Policy team has relevant contemporary best practice to apply to policy making.
5. Commission, engage, and direct consultants in providing support for the work of the team including the preparation of specifications for contracts.
6. Produce written statements and give evidence, on behalf of the Council, at examinations and planning appeals (including hearings and public inquiries) in relation to planning policy matters.
7. Provide planning policy advice to other teams and Services within the Council.
8. Consult and engage with other Council teams and Services and external organisations in relation to planning policy matters and to manage public consultations on planning policy documents ensuring that all legislative requirements are met.
9. Evaluate and respond to the planning policy initiatives of neighbouring authorities, central government, and other bodies on behalf of the Council.
10. Comment on draft Neighbouring Plans and provide general advice to those preparing Neighbourhood Plans.
11. Represent the Council on external working groups.
12. Provide a high-quality service for our residents, staff, managers, and external partners.
13. Make customers feel warm, welcome, wanted, and cared for when they are interacting with you.
14. 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

Principal 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	A degree (or equivalent) in Town Planning Full Membership of the Royal Town Planning Institute		Documentary evidence

Attributes	Essential	Desirable	Evidence
Experience and knowledge	<p>Demonstrable and wide-ranging post qualification experience in planning policy / local plan preparation</p> <p>Working knowledge of national planning policy and practice</p> <p>Experience of producing project briefs, working with and instructing consultants</p> <p>Political sensitivity</p> <p>Committed to providing high-quality customer service</p>	<p>Experience of dealing with Neighbourhood Plans</p> <p>Significant experience in providing policy guidance to the development management process (planning applications and appeals)</p> <p>Expert witness experience in Local Plan examination and/or appeal hearings/public inquiries</p> <p>Experience of engagement with internal and external stakeholders including statutory consultees and development interests</p> <p>Experience of compiling funding bids for development/ infrastructure/regeneration projects</p>	Application form and interview

<p>Skills and abilities</p>	<p>Ability to gather and analyse relevant evidence (including input from stakeholders) and formulate policy.</p> <p>Ability to write committee reports and present them to committees, and to deliver presentations to both the public and external stakeholders</p> <p>Confident in representing the Council at public meetings and on relevant internal and external working groups</p> <p>Ability to communicate clearly and effectively to different audiences</p> <p>IT literate</p> <p>Clear customer focus</p> <p>Excellent interpersonal skills</p> <p>To be a team player</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</p>	<p>Project management skills</p> <p>Managing individuals or teams</p>	<p>Application form and interview</p>
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Attributes	Essential	Desirable	Evidence
	problems to achieve an appropriate outcome		
Personal qualities	<p>Empathy with community concerns</p> <p>Reliable</p> <p>Ability to get on and work well with others</p> <p>Able to listen and respect the views of others</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>		Application form and interview
Other working requirements	A willingness to work outside normal office hours on occasion.	Access to a car for work purposes	<p>Application form</p> <p>Documentary evidence</p>

Signatures:

Job-holder

Manager