

JOB PROFILE

Job Title:	Senior Planning Officer
Service Area:	Strategic Planning
Grade:	Grade 10
Reporting Manager:	Principal Strategic Planning Officer
Direct reports:	None

Job summary:

To assist with, or be responsible for, the professional development of planning policies working in a multi-disciplinary planning and implementation team. To advise on their interpretation within the Town and Country Planning Acts and other associated regulations including the National Planning Policy Framework.

To develop proposals and manage projects in a professional manner which contribute to the preparation and / or review of statutory planning documents and contribute to group, service and corporate objectives.

To facilitate public engagement and community planning initiatives and defend the Council's position in the preparation / presentation of the Council's case at any appeals/examinations.

Key responsibilities:

To be responsible for the preparation, monitoring, and revision of chapters / sections of the Local Plan for North Hertfordshire and Supplementary Planning Documents, and to make recommendations in conjunction with the Principal Planning Officers and, where required, the Strategic Planning Manager under the provisions of Town and Country Planning legislation.

To prepare briefs for, interview and appoint consultants to carry out work for the service and ensure that consultancy work is properly commissioned, carried out, monitored and paid for in accordance with the Council's financial regulations.

To act, where directed by the Principal Strategic Planning Officer, as the Senior Planning Officer with responsibility for neighbourhood planning and to co-ordinate and assist other officers within the team in ensuring the relevant statutory requirements are met.

To administer applications for neighbourhood area or neighbourhood forum status and Neighbourhood Plan examinations in accordance with the relevant Acts and Regulations.

To represent the local planning authority in regional/county/district/neighbourhood level planning initiatives, and to respond, if necessary, with appropriate Member approval, to consultations resulting from regional, county local and neighbourhood planning issues and development proposals from other local authorities.

To provide detailed professional advice to agents / landowners, the public, Members, and other staff of the District Council including Development Management on planning policies, masterplanning and other relevant strategies.

To assist with the defence of Council decisions by contributing written evidence and appearing as witness on planning policy matters in appeal Hearings for individual planning applications or, in the case of Examinations in Public or Public Inquiries, assisting in the presentation of expert evidence.

To prepare reports and make presentations to Area Forums and Cabinet on behalf of the Service Director - Regulatory as necessary.

To organise public participation exercises including workshops, focus groups and attendance at Parish Council and neighbourhood forum meetings.

To represent the Planning service in partnership working to achieve corporate initiatives and strategies including work arising from community and other relevant strategies.

In conjunction with the Principal Planning Officers and the Strategic Planning Manager to identify and initiate projects for consideration in the Corporate Business Planning process and for inclusion and implementation in work programmes.

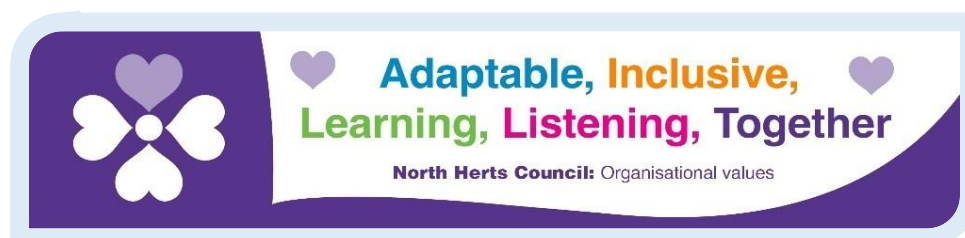
To propose, and implement where appropriate, improvements in the practices, systems, and organisation of the Strategic Planning team.

To be informed and aware of relevant legislation, government advice and the activities of other organisations and professional associations that may bear upon planning policy and project issues.

Please follow this link to read your general responsibilities:

[General responsibilities for employees | North Herts Council \(north-herts.gov.uk\)](http://www.north-herts.gov.uk)

Key Requirements:		Essential desirable
Qualifications:	Full Membership of the RTPI or eligible for the same	E
Job related experience & knowledge:	Minimum four years relevant post-qualification experience in planning policy and / or development control	E
	Experience of policy formulation and development	E
	Experience of project management and procurement	E
	Experience in using Geographical Information Systems (GIS) and specialised planning software including public engagement and/or planning application packages	E
	Appeal hearings and/or public examinations	D
	Detailed experience in one or more planning related subjects (eg housing, environment, town centres) and of Local Plan preparation	D
	Experience and skills in public presentation	D



	Experience in liaison and partnership situations, and of negotiating	D
	Experience of Neighbourhood Planning processes	D
Skills & attributes required for the role:	Excellent oral and written communication skills	E
	Ability to work on own initiative and to positively manage a varied workload to meet priorities and deadlines	E
	Experience of effectively managing small projects	E
	Ability to positively influence outcomes through liaison and negotiations	E
	Detailed knowledge of relevant Acts and Regulations	E
	Ability to give presentations to a range of audiences	D
	Ability to positively influence outcomes through liaison and negotiations	D
Other:	Positive attitude to the public and other customers.	E
	Understand role of community in planning policy making.	E
	Willingness to learn	E
	Ability to work out of normal office hours for meetings, surveys, etc	E
	Ability to efficiently visit all areas of the District and surrounds as required for site visits, surveys, meetings etc.	E
	Access to a vehicle insured for business and a valid driving licence.	D

Signed.....

Date.....

