
Bromsgrove District Council and Redditch Borough Council

Job Description and Person Specification

Job Title:	Senior Planning Officer
Service:	Planning and Regeneration
Grade:	7
Responsible to:	Strategic Planning and Conservation Manager
Responsible for:	No line management responsibilities. However may be required to direct and supervise staff as necessary
Location:	Either the offices at Bromsgrove or Redditch, as necessary

Purpose of the Job

Under the supervision of the Strategic Planning and Conservation Manager, and with direction from the Principal Planning Policy Officer(s) to contribute to all elements of the production and implementation of the Local Plan(s) and other related planning policy documentation for both councils. This includes supporting the research, monitoring and project planning function of the Section.

The postholder will be required to deal with all aspects of planning policy work including the preparation of development plan documents, area action plans and supplementary planning documents. It will be necessary to prepare reports, including committee papers, for councillors and officers and deal with a wide variety of general correspondence.

Main Duties and Responsibilities

1. Contributing significantly to including editing the production of development plan documents supplementary planning documents, and site development briefs. Including supervised presenting to committees and other relevant forums.
2. The provision of policy advice to Councillors from both councils, officers of the Councils, members of the public, developers, and other appropriate local and national organisations.
3. The preparation and presentation of evidence on specific topic areas at Examinations in public and public inquiries.

4. Prepare information and attend consultation exercises in relation to progressing the review and implementation of the Local Plan(s).
5. Carrying out the local and regional monitoring requirements of the section, including housing land availability assessments.
6. Researching for and preparation of reports and statements on relevant policy issues.
7. The collection of information for and management and development of information systems relevant to policy preparation and monitoring activities.
8. To participate in policy liaison work with Development Management colleagues; in particular, input into policy advice on planning applications.
9. Unsupervised attendance at relevant public exhibitions, meetings and seminars; and carryout site visits in relation to the work of the team.
10. To assist as necessary in strategic policy work at both regional and sub-regional levels.
11. To prepare briefs and relevant documentation for the recruitment and selection of professional consultants to assist in planning related matters.
12. Being first point of contact for up to two neighbourhood planning groups
13. Assisting the principal planning officer(s) in the development of masterplans for the district centres
14. The post holder will also be required to carry out other duties commensurate with the level of the post as requested by the Head of Service or Line Manager.

General Duties

- To ensure efficiency, effectiveness and equality in service delivery.
- To exercise proper integrity and respect of confidential matters and personal information obtained during the execution of the duties of this post.
- To provide outstanding customer services to all customers, colleagues, elected Members etc in line with the **“Every Customer, Every Time – Everybody Matters”** strategy. In particular by building trust, taking responsibility and assuming ownership of issues, actively listening, communicating with empathy and being flexible and adaptable to meet the needs of others.
- To understand and comply with the legal requirements of the Health and Safety at Work Act 1974 and any other relevant regulations as detailed in the Council’s Health and Safety Policy Statement.
- To carry out duties and responsibilities under the Data Protection Act 1998; in particular, to take all reasonable care that no unauthorised loss or disclosure of personal data occurs.
- To undertake such other reasonable duties as may be requested.

- To ensure that the Councils 6 strategic purposes are met:
 - ❖ Keep my place safe and looking good
 - ❖ Help me run a successful business
 - ❖ Help me (back) to be financially independent
 - ❖ Help me live my life independently
 - ❖ Help me find somewhere to live in my locality
 - ❖ Provide good things for me to do, see, visit

Person Specification

The specific skills, knowledge, abilities, qualifications or behaviours which are needed to effectively undertake the main duties and achieve the job purpose. These will be assessed using the information available from:

- 1 – Application form
- 2 – Interview
- 3 – Exercise (eg psychometric, case study, presentation etc)
- 4 – Evidence (eg certificate, membership card, course registration etc)

Knowledge and Experience

	Experience	Essential / Desirable	To Be Assessed By
1.	Relevant experience as a Planning Policy officer or Development Management case officer	E	1,2

Qualifications and Professional Memberships

	Qualifications and Professional Memberships	Essential / Desirable	To Be Assessed By
1.	Degree or Diploma/MA in Town and Country Planning or other relevant degree.	E	1, 4
2.	Licentiate or Associate member working towards full membership (MRTPI) of the Royal Town Planning Institute	E	1, 4

	Job Specific Knowledge, Skills, Behaviours and Personal Attributes	Essential / Desirable	To Be Assessed By
1.	Knowledge of and ability to communicate planning principles and policies to members of the public, developers, agents and Councillors	E	1,2,3
2.	Ability to write clear and concise reports	E	1,2
3.	Ability to present the Council's case at appeals and Examinations	E	2
4.	Ability to work under pressure and meet deadlines	E	1,2,3
5.	Ability to work in a team and contribute positively to its development	E	1,2
6.	Ability to work with a minimum of supervision and use initiative	E	1,2,3
7.	Able to travel to all parts of both council areas	E	1, 2
8.	Willing to undertake occasional evening and weekend work	E	1,2

June 2024