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|  | | | JOB DESCRIPTION | | | Form JD1 |
| **JOB TITLE:** Senior Strategic Planning Policy Officer | | | | **POST NUMBER:** | | |
| **REPORTS TO**: | | | | Principal Strategic Planning Policy Officer | | |
| **DEPARTMENT:** Place Directorate | | | | GRADE: 9 | | |
| **JE REF:** | | 148 | | PANEL DATE: | 02/11/2021 | |
| **1.** | **MAIN PURPOSE OF JOB**  The postholder will provide professional planning advice to ensure that the Council can provide a statutory planning policy framework to meet the needs for development, infrastructure provision and environmental protection and enhancement of the city.  To support the Head of Strategic Planning Policy and the Principal Officers by taking a significant role in key project areas to deliver the Local Plan and other strategic planning policy documents and policy objectives of both the Local Planning Authority and the Council | | | | | |
| **2.** | **CORE RESPONSIBILITIES, TASKS & DUTIES:** | | | | | |
| a | To deputise for the Principal Strategic Planning Policy officer where necessary and appropriate | | | | | |
| b | To support and inform the visioning, development and project management of the (statutory) Local Plan for the City of York and its supporting evidence base and intelligence. | | | | | |
| c | To contribute to the Council's statutory responsibilities for the production (and implementation) of a range of planning related policy objectives including the delivery of:   * Local Plans (Development Plan documents), * Minerals and Waste Plans * Neighbourhood Plans within the city, * Infrastructure Delivery Plan for the city * Supplementary Planning Documents, (and Interim Planning Statements as required) * Development Briefs, * A spatial framework for the city region / sub-region * Community Infrastructure Levy (development land tax) * Land use evidence base and reporting * Statutory environmental assessments production, including sustainability appraisal and Habitat regulation Assessments * Stakeholder engagement   The postholder may take a significant role in the delivery of one or more of these areas of planning policy work. | | | | | |
| d | To make professional contribution towards the delivery of high quality, sustainable development and place making across the city, and to contribute towards the Council’s wider strategic policy aims and objectives, relating to both the built and natural environment and including: transport, the economy, housing and the environment (particularly climate change and carbon reduction objectives) | | | | | |
| e | To work with the Principal Strategic Policy Officers to prepare briefings as necessary for the Chief Operating Officer, the Corporate Director Place ,Corporate Management Team the Leader of the Council and the Executive and other elected Members, and Parish Councillors, in relation to Planning and related strategic policy matters. | | | | | |
| f | To line manage and the professional development of subordinates to achieve agreed targets and outcomes. | | | | | |
| g | To advise, consult and communicate with others engaged with different aspects of the Planning service including: the Executive Member for Planning, the Executive, the chairs of Planning and Planning Sub -Committee and Council Members. This will involve attending meetings of Local Plan Working Group, the Executive Member decision sessions, the Executive, Scrutiny Committees, and such other panels and committees as required. | | | | | |
| h | To support and provide advice to Parish Councils and other local community groups with regard to Neighbourhood Planning: this will include attending meetings and updating the ward Members where appropriate | | | | | |
| i | To attend, when required, Council and other meetings to give professional advice and guidance so that residents and Members are reliably and sensitively informed as to the planning implications of their decision-making process and statutory legislation. This will require the provision of clear, concise and timely advice including presenting often complex information in an understandable format and outlining the policy implications where appropriate. | | | | | |
| j | When required to oversee statutory and any non-statutory consultation with the community and other stakeholders working with the Principal Strategic Planning Policy officers. Provide support in developing and implementing the Statement of Community Involvement, to ensure the Council meets consultation requirements | | | | | |
| k | Working with the Head of Strategic Planning Policy and Principal Strategic Planning Policy Officers to ensure continuous engagement with “Duty to Cooperate” partners, including adjoining local authorities and organisations (including the statutory bodies inc: Environment Agency, Natural England, Highways England, and Historic England). | | | | | |
| l | To promote York’s position in relation to strategic planning policy for the city region is based on robust evidence, including on future housing and employment needs and demographic trends, enabling strategy, policy and resources to be targeted at meeting identified needs and priorities. | | | | | |
| m | To support Development Management colleagues in the interpretation and application of planning policy, and to provide/oversee planning policy input on major planning applications. | | | | | |
| n | Working with the Head of Strategic Planning Policy and Principal Strategic Policy Officers to take a significant role in the project management of Evidence Base reports and associated policy development to support the preparation of the key strategic documents including the City’s Development Plan documents and Regional and Sub-regional work, as required, to include the briefing, appointment and overseeing of consultants where required. | | | | | |
| o | If an when required to take responsibility for the project management of the Annual Monitoring Report for the City’s Development Plan, the provision of information for regional and sub-regional planning and for key Corporate Performance Indicators. This will include the successful preparation and submission of the AMR, monitoring of the City’s transport plan and Key Corporate Performance Indicators in line with the deadlines set by the Government. | | | | | |
| p | Support the development and management of effective monitoring systems, including GIS mapping, to assess trends in housing, employment, tourism, transport, retail and other key land uses to monitor the effectiveness and delivery of key strategic policy documents for the Place Directorate. | | | | | |
| q | Deputise for the Head of Strategic Planning Policy and Principal Planning Officers in relation Strategic Planning Policy matters, representing the Council at internal (CYC) and external meetings as appropriate. | | | | | |
| r | To work with the Principal Strategic Planning Policy Officer in developing and implementing the Statement of Community Involvement, to ensure the Council meets consultation requirements. | | | | | |
| **3.** | SUPERVISION / MANAGEMENT OF PEOPLE No. reporting –  **Direct:**  None    **Indirect:**  Up to 5 people - Given the nature of the role, the post holder will manage different numbers and types of temporary staff and specialist consultants on a regular basis. These will include contractors and interims specialists in addition to Directorate staff directly seconded into the team.  Work with the Principal Planning Policy Officers to manage the work of third party suppliers and contractors.  Working with the Principal Strategic Policy Officer as a project manager, you will work with multi-disciplinary teams from various areas of the Council and from external organisations on major and/or complex projects working across different professional disciplines | | | | | |
| **4.** | **CREATIVITY & INNOVATION**  The post requires a creative thinker who has the ability, knowledge and expertise to analyse a wide range of complex land use planning related policy issues affecting the future development of the city over the next 25 years +. This requires the consideration of complex, conflicting issues and presentation of imaginative, balanced and practical solutions. There are often no set approaches as the post holder will be required to with the Head of Strategic Planning Policy in a rapidly changing local government / national planning policy framework.  Original thinking is required to ensure that future development in both the city and the city region is appropriate and in accordance where possible with the aims, ambitions and objectives of the Council. Taking a lead on this, the postholder will devise solutions and recommendations which will directly impact on the future development, sustainability and prosperity of the city, on the services managed and on the provision of other related Council services.  The post holder works at a variety of spatial / geographical scales including the neighbourhood, citywide, sub regional and national levels and needs to be at the forefront of best professional practice. This dynamic role works with the Head of Strategic Planning Policy in the development of new policy and the imaginative use of existing policy taking a lead role in looking critically and creatively at the processes for strategic planning and in developing the most robust planning approach to help deliver the spatial elements.  The postholder will be expected to work with the Head of Strategic Planning Policy to formulate recommendations to the Corporate Management Team and the Executive Executive or Planning environmental /planning or service provision matters having a major impact on Council or other organisational resources or policies.  The post holder will create and maintain methods of working to ensure job satisfaction, staff motivation and retention within Strategic Planning Policy services**.**  The post holder will be required to continually improve the service by the generation of new and innovative working practices to improve the efficiency, quality and customer experience; along with ensuring the service is run as a business unit with a strong performance management culture.  The post holder will be required to support the service by the generation of new and innovative working practices to improve the efficiency, quality and customer experience; along with ensuring the service is run as a business unit with a strong performance management culture. | | | | | |
| **5.** | **CONTACTS & RELATIONSHIPS**  Accountable to the Head of Strategic Planning Policy.  **Internal**  Key relationships with: The Head of Strategic Planning Policy, Strategic Planning policy team, the Corporate Director Place, Directors Place, other Heads of Service and staff across the Directorate and other CYC Directorates on strategies, policies and projects impacting on the built and natural environment of the city.  The post holder will support the preparation of briefings and advise/ collaborate on planning and related policy to support:   * The Head of Strategic Planning Policy * Relevant teams within the Directorate and other Directorates on strategic policy matters relating to the work of the section often at a senior level.   The post holder will support the preparation of briefings and report to, as required:   * The Corporate Director Place. * The Executive and individual Executive Members. * Council working Groups (Including the Local Plan Working Group), Committees including Scrutiny Committees.   The post holder will utilises and coordinate internal support staff resources to input into projects.  **External**  Develops and maintains contacts and relationships with national, regional, sub regional and local organisations and stakeholders.  Needs to influence, persuade and negotiate with a wide range of statutory bodies, stakeholders, developers, consultants, infrastructure providers, local businesses, interest groups, the public, community and advisory groups.  Works with senior officers and members in surrounding local authorities and across the Leeds City Region and North Yorkshire sub regions through Member Boards and Panels and officer working groups, as necessary.  Regular contact with public and professional bodies on strategic planning and related policy matters. It is imperative to ensure these contacts are maintained constantly to maintain awareness of changes in legislation, best practice, new delivery models and other external factors that can have impact on the council and the development of the city.  Supports the Principal Strategic Policy Officer in acting as lead client when instructing external consultants | | | | | |
| **6.** | **DECISIONS – discretion & consequences**  The post holder will work with the Head of Strategic Planning Policy and Principal Strategic Planning Policy Officers to support project management of tasks, including resources, budget management, timescales, temporary staff and external consultants.  The post holder will work with the Principal Strategic Policy Officers to develop recommendations to the Head of Strategic Planning Policy on matters relating to key strategies, policies and projects which will have significant impacts on the future development of the city.  The post holder should demonstrate a high degree of initiative and ability to prioritise workload of the section against service, directorate and corporate objectives.  The post holder will be expected to take decisions affecting the staff management and welfare issues on a day-to-day basis, reporting to the Head of Strategic Planning Policy as necessary.  The Post holder should work with the Principal Strategic Planning Policy Officers to support the monitoring and review of planning and performance, identifying areas of potential failure and in making recommendations to the Head of Strategic Planning Policy for remedial action.  Makes procurement decisions, including authority to initiate contact with relevant third party suppliers and negotiates against contracts if goods and services fail to meet specification.  The post holder will be responsible for creating positive perceptions of the Council and the services under their direction with customers, stakeholders and partners.  Must operate in a politically sensitive environment, often dealing with contentious issues such as the level and location of growth and the infrastructure required to facilitate it. | | | | | |
| **7.** | **RESOURCES – financial & equipment**  *(Not budget, and not including desktop equipment.)*     * Use of normal office equipment, plus use of laptop, projector, camera, scanner and use of pool cars. * Use of other equipment as necessary to undertake presentations, workshops etc. for community groups or the general public. | | | | | |
| **8.** | **WORK ENVIRONMENT – work demands, physical demands, working conditions & work context**  **Work demands –** High pressure to meet deadlines, resolve conflicting demands and reconcile different perspectives. Responsibilities for meeting report deadlines for Executive, Executive Member Decision Session, CMT, DMT and programme/project boards.  The post will involve dealing with high profile urgent matters arising from day to day, requiring continual reassessment of often competing priorities. The responsibilities of this post include dealing with often conflicting deadlines.   * Responsible for managing own and supporting the Principal Strategic Policy Officers management of project team workloads, priorities and deadlines, which are all subject to change, sometimes at very short notice. * Projects work to very tight time scales, with many inter-dependencies and conflicting priorities and demands on staff time. * Needs to be adaptable, working at different levels of authority and with staff of differing seniorities * Supports the Head of Strategic Planning Policy in helping to resolve conflicts between others caused by changing deadlines and requirements.   **Physical demands –** The post will require normal physical effort including the use of an IT terminal.  Some site work may be carried out alone and therefore the post holder must be aware of the implied risks.  **Working conditions** – The post holder will be predominantly desk-based and normal office conditions apply.  The post will require occasional outside working for site visits or external meetings with potential exposure to inclement weather as well as sources of noise, dust and other construction related emissions, and will sometimes require use of personal protective equipment. The post will require attendance at public meetings, Ward Committees, Parish Councils, forums and other organisations outside normal office hours.  **Work context -** The post holder will take a flexible approach and will undertake such duties as are consistent with the delivery of a complex service, the job purpose and grade of post.  Faces no immediate danger at work, though there are potential hazards in visits to construction sites, and some objectors to development proposals may be abusive and exhibit threatening behaviour. | | | | | |
| **9.** | KNOWLEDGE & SKILLS  * Educated to degree level in town planning, research and information, geography or another appropriate discipline. * Membership or eligibility for membership of RTPI or other appropriate professional body. * A significant understanding of Strategic Planning Policy (national / regional and local) and the interplay with other Place shaping strategies and polices , particularly in relation to: transport, economic development, housing and environment (inc climate change) * Knowledge and understanding of best practice issues as they relate to monitoring and evidence base issues for key strategic documents. * Knowledge and understanding of research and development techniques and land-use monitoring systems including Geographical Information Systems (GIS)*.* * Relevant experience of project planning, managing and motivating a team of professional and technical staff or leading project teams/grou*ps*, carrying out work across a range of different activities*.* * Experience of developing and implementing effective approaches to work flow/resource planning, programme management and a delivery focussed ethos. * Significant experience of producing and presenting reports. * An in depth understanding of the “workings” of Local Government, demonstrating a political awareness and the necessary skills to relate well to elected Members and work in a politically sensitive environment. * Excellent communication and presentation skills both written and verbal in order to produce reports to Senior Officers, Council Committees and public meetings/ inquiries. * Good project management skills with an ability to work collaboratively in a multidisciplinary environment across the Council and with other key partners to ensure a corporate approach is taken to research and information and monitoring. * Experience of delivering innovative solutions; requiring discretion, advocacy, persuasion skills and sensitivity combined with an ability to make balanced recommendations, often having extensive policy or service implications for the City. * Experience of working in partnerships with other agencies and external bodies. | | | | | |
| **10.** | **Position of Job in Organisation Structure**  Corporate Director – Place    Head of Strategic Planning Policy  Principal Strategic Planning Policy Officer  **This Job** | | | | | |