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|  | | | | **JOB DESCRIPTION** | | | **Form**  **JD1** |
| **JOB TITLE:** Principal Strategic Policy Officer | | | | | **POST NUMBER:** | | |
| **REPORTS TO** (Job Title): | | | | | Head of Strategic Planning Policy | | |
| **DEPARTMENT:** Place Directorate | | | | | **GRADE:** 10 | | |
| **JE REF:** | | | 147 | | **PANEL DATE:** | 02/11/2021 | |
| **1.** | **MAIN PURPOSE OF JOB**  To support the Head of Strategic Planning policy and take a lead on key project areas to deliver the Local Plan and other strategic planning policy documents and policy objectives.  To take an active role in the coordination of strategic planning across the Council to ensure that a comprehensive approach is taken to place shaping and meeting the future development needs of the City of York.  To 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 | | | | | | |
| **2.** | **CORE RESPONSIBILITIES, TASKS & DUTIES:** | | | | | | |
|  | i | To deputise for the Head of Strategic Planning Policy where necessary and appropriate. | | | | | |

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|  | ii | 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. |
|  | iii | To lead on or 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 lead role in the delivery of one or more of these areas of planning policy work. |
|  | iv | 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) |
|  | v | To prepare briefings 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. |
|  | vi | To line manage and support the professional development of subordinates to achieve agreed targets and outcomes. |
|  | vii | 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. |
|  | viii | To lead and oversee the support and advice to Parish Councils and other local community groups with regard to Neighbourhood Planning: this will include attending meetings and updating the ward Members. |
|  | ix | To attend, when required, Council and other meetings to give professional advice and guidance so that residents, organisations 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. |
|  | x | To take an active role in the appointment and management (including budget management, procurement and general oversight) of external specialist professional consultants engaged on specific projects in order to ensure effective delivery. |
|  | xi | When required, to oversee statutory and any non-statutory consultation with the community and other stakeholders, including devising, organising and coordinating the involvement of the public and other interested parties in the production of the City’s Development Plan Documents |
|  | xii | Working with the Head of Strategic Planning Policy to ensure continuous engagement with “Duty to Cooperate” partners, including adjoining local authorities and statutory organisations. This includes commenting on behalf of the Council on national guidance/strategies and any regional or sub regional strategies. This will include attending member and officer meetings and examinations. |

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|  | xiii | To promote York’s position in relation to strategic planning policy for the city region 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. |
|  | xiv | To support Development Management colleagues, development professionals and the public in the interpretation and application of planning policy, and to provide/oversee planning policy input on major planning applications. |
|  | xv | Take a lead role in the preparation and presentation of policy evidence relating to public inquiries and planning appeals, and being subject to cross-examination as a key witness. |
|  | xvi | Working with the Head of Strategic Planning Policy to take responsibility for 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. |
|  | xvii | Take a lead role in 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. |
|  | xviii | Take a lead role in overseeing the development and management of effective information and monitoring systems, including GIS mapping, to assess trends, provide analysis and to monitor and review the effectiveness of key strategic documents 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. |
|  | xix | To take a lead role in developing and implementing the Statement of Community Involvement, to ensure the Council meets consultation requirements. |
| **3.** | **SUPERVISION / MANAGEMENT OF PEOPLE**  No. reporting –  **Direct:**  Likely to be between 5 to 8 members of staff - providing regular direction to junior staff on projects on a daily basis. Each will have different needs in respect of supervision, personal development, motivation and support.  **Indirect:**  Up to 20 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.  Deputise for the Head of Strategic Planning Policy in relation Strategic Planning Policy matters, representing the Council at internal (CYC) and external meetings as appropriate. As a project manager will lead multi-disciplinary teams from various areas of the Council and from external organisations on major and/or complex projects working across different professional disciplines  Works with the Head of Service to specify and manage the work of third party suppliers and contractors. Defines, leads and manages the work of external consultants allocated to projects. | |
| **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 use their own knowledge, experience and business awareness, to generate new opportunities; whilst maintaining quality, performance and value for money for all customers.  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. | |

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| **5.** | **CONTACTS & RELATIONSHIPS**  Accountable to the Head of Strategic Planning Policy.  **Internal**  Key relationships with: 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 postholder will regularly brief and advise/ collaborate on planning and related policy and provide support to:   * 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 postholder will brief 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 at a senior level 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.  Regular contact with central government, 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. |

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| **6.** | **DECISIONS – discretion & consequences**  The post holder will be expected to work with the Head of Strategic Planning Policy to make decisions and recommendations in relation to the formulation of key strategies, policies and projects which will have significant impacts on the future development of the city and corporate objectives**.**  The post holder will lead on the project management of tasks, including for the resource and financial management of the project, the allocation of resources to work within objectives, budget parameters and timescales set by the Council. The post holder will make recommendations to the Head of Strategic Planning Policy on matters relating to key strategies, policies and projects.  The post holder should demonstrate a high degree of initiative and ability to prioritise workload of the section against service, directorate and corporate objectives. Ensuring the efficient use of available resources, prioritising conflicting demands and using judgement concerning workload, service delivery and cost effective solutions.  The Post holder should lead on monitoring and review of planning and performance, identifying areas of potential failure and make recommendations to the Head of Strategic Planning Policy for remedial action. The post holder will take a lead on continually monitoring and improving working practices, deciding on procedures and policies to improve the service, and ensure that performance targets are met.  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.  Makes procurement decisions, including having authority to authorise invoices to be passed for payment for goods and services have been delivered. Has authority to initiate contact with relevant third party suppliers and negotiates against contracts if goods and services fail to meet specification.  Appropriate decisions in relation to the development and use of health and safety procedures will ensure staff are adequately protected from the range of hazards faced, ranging from hostile members of the public to busy construction sites or dilapidated buildings.  The post holder will be responsible for creating positive perceptions of the Council and the services under their direction with customers, stakeholders and partners and has a lead responsibility for Council negotiations with external organisations. |

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|  | 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 shared 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 many and often conflicting deadlines.  Responsible for managing own and project team workloads, priorities and deadlines. Project works to very tight time scales, with many inter-dependencies and conflicting priorities and demands on staff time.   * Many fixed legislative and project deadlines have to be met, often competing. * 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 behavior. |

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| **9.** | **KNOWLEDGE & SKILLS**   * Educated to degree level in town planning, research and information, geography or other appropriate discipline. * Membership or eligibility for membership of RTPI or other appropriate professional body. * Knowledge and understanding of research and development techniques and land-use monitoring systems including Geographical Information Systems (GIS)*.* * Knowledge and understanding of best practice issues as they relate to monitoring and evidence base issues for key strategic documents. * An advanced 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) * 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*.* * Extensive experience of developing and implementing effective approaches to work flow/resource planning, programme management and a delivery focused ethos. * Significant experience of producing and presenting reports. * An advanced 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. * Experience in target setting, performance management, best value, and budgetary control*.* * Excellent communication and presentation skills both written and verbal in order to produce reports to Senior Officers, Council Committees and public meetings/ inquiries. * 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 in complex and demanding environments; 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

**This Job**