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|  | | | | JOB DESCRIPTION | | | Form JD1 |
| **JOB TITLE:** Strategic Planning Policy Officer | | | | | **POST NUMBER:** | | |
| **REPORTS TO** (Job Title): | | | | | Principal Strategic Policy Officer | | |
| **DEPARTMENT:** Strategic Planning Policy (Forward Planning) | | | | | GRADE: 8 | | |
| **JE REF:** | | | 149 | | PANEL DATE: | 02/11/2021 | |
| **1.** | **MAIN PURPOSE OF JOB**  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.  To support delivery of key project areas including 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 support and inform the visioning and development of the (statutory) Local Plan for the City of York and its supporting evidence base and intelligence. | | | | | |
|  | b | To support 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) | | | | | |
|  | c | Provision of planning policy advice on relevant development proposals to colleagues, development professionals and the public. This could include assisting and taking a key role in the preparation and presentation of policy evidence relating to public inquiries and planning appeals. | | | | | |
|  | d | Working alongside senior officers in the production of high quality supplementary planning documents (SPD’s) which respond in an innovative and creative way to spatial planning issues. | | | | | |
|  | e | To provide a key input into (and may be asked to coordinate) a range of technical planning studies to inform key strategic documents including the City’s Development Plan documents, Regional and Sub-regional work and evidence base. This may include coordination of tasks and supporting the procurement and managing of outputs from external consultants under the supervision of a more senior officer. | | | | | |
|  | f | To work with senior officers to develop and implement the Statement of Community Involvement, to ensure the Council meets consultation requirements with the public and other interested parties. | | | | | |
|  | g | Provision of effective input into national regional and sub-regional policy. This includes commenting on behalf of the Council on guidance such as Planning Policy Statements and ensuring effective input into Regional and sub-regional planning including report preparation to ensure that the Council’s interests are represented. | | | | | |
|  | h | Establish and maintain good internal and external relationships with customers, Members and colleagues and assist in discussions with Members, attending internal and external meetings as required. | | | | | |
|  | i | Prepares reports, briefings and presentations, some of which may be complex, with options and recommendations to Council Members, Council Committees/Executive and other meetings as appropriate. | | | | | |
|  | j | Support the delivery 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. | | | | | |
|  | k | Working with senior officers to support and provide advice to Parish Councils and other local community groups with regard to Neighbourhood Planning. The postholder may be required take a lead role in the coordination of supporting evidence and policy advice. | | | | | |
| **3.** | **SUPERVISION / MANAGEMENT OF PEOPLE**   * No staff reporting directly. * Will assist the Head of Strategic Planning Policy, Principal Strategic Planning Policy offers and Senior Planning Policy Officers in leading multi-disciplinary teams, from various areas of the Council and externally. * The postholder will project manage individual tasks under the supervision of a more senior officer. | | | | | | |
| **4.** | **CREATIVITY & INNOVATION**  The post requires a creative thinker who has the ability to critically and creatively look at planning processes to assist in understanding a wide range of complex land use planning related policy issues affecting the future development of the city over the next 25 years +.  The postholder will support strategic thinking on the social, economic and environmental issues facing York and assist in developing and presentation of imaginative, balanced and practical solutions. There are often no set approaches as the post holder will be required to with senior officers 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. Working with senior officers, the postholder will assist in devising 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.  The postholder will play a key role in developing the spatial vision, planning objectives and key policies and proposals. This involves considering and consulting on a range of different issues and options before choosing a preferred approach.  Assists or plays a key role in developing and presenting the scope of evidence base and writing of Supplementary Planning Documents as required, with reference to the Development Plan and to current legal and policy frameworks.  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, 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 assist in 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 postholder will work with senior officers in the preparation of briefings and reports 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 utilise 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 to feed into regional meetings and officer groups with surrounding local authorities and across the Leeds City Region and North Yorkshire sub regions 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 senior officers in acting as lead client when instructing external consultants  Attends public meetings, public consultations, interest group meetings, Committees and Public Inquiries, to inform, answer questions and seek views. | | | | | | |
| **6.** | **DECISIONS – discretion & consequences**  The post holder will work with senior 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 and Senior 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 initiative and ability to prioritise workload of the section against service, directorate and corporate objectives.  The Post holder should work with the Principal and Senior 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.  The postholder will support senior officers in contact with relevant third party suppliers and negotiating 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 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  * Work can be subject to interruptions, and projects have various deadlines to be met (such as Committee meeting dates). * Works on a number of different work streams concurrently. * Works with limited supervision from more senior officers. * Works independently, on smaller projects or for some specific work areas (e.g. particular topic or theme within a DPD) where they show a high degree of technical competence * Needs to prioritise work as required. Issues to be dealt with at short notice arise. * Must work in an organised manner, able to see details as well as the big picture. * Provide guidance to more junior members of staff on projects or work streams when necessary.  Physical demandsNo strenuous physical demands or conditions.  * 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, when at Public Inquiries or public meetings. | | | | | | |
| **9.** | **KNOWLEDGE & SKILLS**   * Educated to degree level in a relevant discipline, and preferably belong to the Royal Town Planning Institute (RTPI). * Knowledge of how the town planning system operates. * An 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 Development Plan Documents, strategic development sites and monitoring and evidence base issues for key strategic documents. * Knowledge and experience of strategic planning issues and consultation techniques. * Knowledge and understanding of research and development techniques and land-use monitoring systems including Geographical Information Systems (GIS). * 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. * Negotiating and mediating skills when dealing with developers and agents. * An 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. * Ability to liaise with and brief managers, Members and partners. * Good communication and presentation skills, when dealing with a wide range of audiences, including public groups and Council Committees. * Ability to communicate technical issues, to a range of audiences, in writing and verbally, in a clear and concise manner, sufficiently accurate and robust for scrutiny. * Commercial awareness and an understanding of development finance and regeneration funding issues. * Sound IT skills, for report writing, data analysis and presentation purposes. | | | | | | |
| **10.** | **Position of Job in Organisation Structure**  Corporate Director – Place  Head of Strategic Planning Policy  Principal Strategic Planning Policy Officer  **This Job** | | | | | | |