

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Job description and person specification

Principal Planning Policy Officer

Planning Service, Place Directorate

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



West
Northamptonshire
Council

Purpose and impact:

To undertake at a principal level the provision of professional planning policy advice and information to the Council in accordance with Town and Country Planning and associated legislation.

Accountable to:

Responsible to: Planning Policy Team Leader

Responsibilities:

1. To contribute to the development and delivery of the Council's strategic priorities and objectives.
2. To contribute to the delivery of team objectives and the delivery of the service in a proactive way, maximising use of new technology and engaging the local community across the district.
3. To contribute to the provision of an excellent, value for money service from the Planning Policy Team.
4. To provide efficient and effective support to the Team Leader and Head of Service by contributing to the provision of high quality planning and timely input to the preparation and review of Local Development Documents (such as the Local Plan) including the evidence base, policies and proposals, community engagement, consultation documents, Sustainability Appraisals, Authorities Monitoring Reports, Local Development Scheme, Statement of Community Involvement and neighbourhood plans.
5. To lead on aspects of the development of policies and plans working with Council services and partner authorities and agencies. To seek implementation of policies and plans in conjunction with the Team Leader, Assistant Director and Director.
6. To lead on aspects of planning policy advice including presenting advice at formal and informal Council meetings.
7. Support the day to day service of the Planning Policy team within policy and operational guidelines.
8. To contribute to the development of the Planning Policy Team; support in monitoring its performance and to flag issues and potential solutions in a timely fashion.
9. To provide cover, commensurate with the grade, for the operation and maintenance of Planning Policy services and functions in the absence of the Team Leader, Head of Service and/or Directors including at formal and informal Council meetings.
10. Supervise, mentor and/or direct staff as required, including supporting the preparation and maintenance of Personal Development Plans, performance appraisals and reviews, to annually review job descriptions and to ensure records are kept of all training and development undertaken by staff within the team, including post-entry training.
11. To work under the direction of the Team Leader, Head of Service and Directors to ensure that there is full interaction between services to provide a quality service.

12. To prepare and give evidence, at public inquiries and examinations into development proposals and Development Plan related matters as required.
13. To provide prompt and accurate policy advice including.
14. Advise on pre application proposals and planning applications.
15. To provide support in the development of all aspects of the Council's Local Plans.
16. To provide an input to the Council's other strategies and plans as necessary.
17. To collect, analyse, monitor and report on data relevant to policy-making.
18. To contribute to the preparation of development briefs as may be required.
19. To promote a good image of the Council and maintain good relations with customers.
20. To assist the Team Leader by preparing consultation responses that are accurate, timely and represent the best interests of the Council.
21. To support the Team Leader to engage communities in the provision of the service.
22. To represent the Team Leader, Head of Service and/or Directors at formal and informal Council meetings, internal/external Working Groups and meetings with Government and County Departments, outside bodies/agencies, Parish Councils and public meetings.
23. To contribute to the introduction/implementation of changes to procedures and to and recommend changes to policies that improve the services being provided.
24. To manage consultants and project teams as and when required.
25. These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties and responsibilities within the Directorate, commensurate with the grading of the post.
26. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
27. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
28. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Good interpersonal and communication skills, both oral and written.	Essential	I
Good computer / ICT skills.	Essential	I
Ability to work on own initiative and as a member of a team.	Essential	I
Ability to supervise consultants.	Essential	I
Flexible approach to workload.	Essential	I
Well-organised.	Essential	I
Able to work accurately at speed and under pressure.	Essential	I
The ability to travel throughout the district.	Essential	I
Able and willing to travel to other locations and partner sites.	Essential	I
Ability to supervise a small team and mentor staff members.	Desirable	I
Negotiation / liaison skills.	Desirable	I
Project management.	Desirable	I
Presentation skills.	Desirable	I
Willing to take on responsibility.	Desirable	I
Enthusiastic and versatile.	Desirable	I
Able to work with competing priorities.	Essential	I
Communicates clearly and openly with others in order to inform, instruct, persuade and encourage feedback	Desirable	I
Demonstrates a "can do" attitude and focuses energy and commitment on achieving results that are critical to own and organizational success	Desirable	I
Demonstrates an open mind to challenge traditional approaches in a positive way, develops innovative ideas, solves problems and continually improves performance	Desirable	I
Collaborates and consults with others effectively, in joint pursuit of team and organisational goals	Desirable	I

Knowledge:	Essential / Desirable	Measured by
Up-to-date working knowledge of current planning legislation, statutory procedures, national planning policy and guidance, including policy requirements for the development of Infrastructure Delivery Plans.	Essential	I

Knowledge of the relationship between land use planning for infrastructure provision and the service planning of partner authorities and organisations.	Essential	I
Knowledge of the system of requiring developer contributions.	Desirable	I
Knowledge of national policy for and the practice of preparing Community Infrastructure Levies and / or policy for developer contributions.	Desirable	I
Understands the role of the organization, its communities and the needs and expectations of internal and external customers. Works professionally and innovatively to meet or exceed these needs and expectations	Desirable	I
Understands the environment in which the organization operates and considers the financial and wider commercial implications of their decisions and actions	Desirable	I
Demonstrates the appropriate level of specialist knowledge and expertise required to effectively fulfil the role and ensure continuous self/professional development (CPD)	Essential	I

Relevant experience:	Essential / Desirable	Measured by
Post qualification experience in a planning policy environment.	Essential	I, D
A senior level of experience of working in a local planning authority.	Essential	I
Significant experience of dealing with more complex planning policy issues.	Essential	I
Experience of working with Development Management staff.	Desirable	I
Experience of preparing evidence for, and presenting at, a Local Plan Examination.	Desirable	I
Experience of project management.	Desirable	I
Experience of working in more than one local planning authority.	Desirable	I

Education, training and work qualifications:	Essential / Desirable	Measured by
Member of Royal Town Planning Institute (RTPI).	Essential	D
Planning related degree or diploma (RTPI recognised).	Essential	D

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Day-to-day in the role:

Hours:	37	Primary work base:	The Forum, Towcester
Job family band:	Regulatory and Technical 9	Worker type:	Part-flexible
Salary range:	£49,587 - £52,860	Budget responsibility:	None
People management responsibility:	Yes		

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T	Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H	High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R	Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I	Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V	Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E	Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

