**Job Description**

**Post Title****Planning Officer (Policy)**

**Role Profile** Grade F to I

**Service/Team** Planning and Transport, Strategic Planning, Planning Policy Team

**Reports to** Planning Policy Manager

**Post number** GRO 021

**To research, develop and recommend policies relating to the built and natural environment in Bournemouth Christchurch and Poole, to ensure that there is a coherent Local Plan that reflects analysis, stakeholder views, legislation, and strategic direction. The role will contribute to the production of the Local Plan and other supporting policy documents or advice notes. The role will operate within defined parameters and with guidance and support from senior colleagues.**

# Job Overview

To research, develop and recommend policies relating to the built and natural environment in Bournemouth Christchurch and Poole, to ensure that there is a coherent Local Plan that reflects analysis, stakeholder views, legislation, and strategic direction.

The role will contribute to the production of the Local Plan and other supporting policy documents or advice notes.

**Key Responsibilities**

* Positively and actively support, the Planning Policy Manager and the team in all aspects of the team responsibilities.
* Deliver quality advice, skill and knowledge relating to national and local planning policy
* Contribute proactively towards maintaining an efficient, effective and well-respected team
* Collect data on and research the issues and needs that impact on the built and natural environment and Bournemouth Christchurch and Poole as a place, to inform policy considerations.
* Organise and undertake consultation exercises and promote opportunities for the public to scrutinise, engage with and contribute to the Local Plan, planning policy documents and other related work, so that the Council can understand and consider the community's needs and wishes. This will be done following established procedures, and involve organising focus groups, undertaking surveys, and attending public meetings and local forums.
* Undertake analysis of information from research and consultations, as well as legislation and national policies, assimilating into suggestions for changes to the Local Plan or other related documents.
* Produce draft appraisals, reports, topic papers, plans and recommendations that clearly outline the Council's policy position.
* Support the implementation and monitoring of planning policy to ensure that the Local Plan and other policy is adhered to successfully.
* Supporting development management activity by giving advice and recommendations to Planning Officers regarding relevant applications.
* Provide professional technical guidance, advice, information and recommendations to Members, colleagues and the public so that they are well-informed and understand the Local Plan, planning policies or other related work and their implications.
* Provide input into examinations, planning appeals and hearings to justify and defend the Council's planning policy.

# Specific Qualifications and Experience

* Degree in Town Planning or related degree and/ or experience and ability to demonstrate transferable skills
* Member or eligible to be a member of the Royal Town Planning Institute or ability to demonstrate ability to work towards membership.
* Experience of working in a Local Authority planning department is desirable.
* Knowledge of the Local Plan(s) for BCP.
* Knowledge of planning legislation such as Town and Country Planning Act, and governmental planning framework.
* Ability to provide professional advice and guidance, and to present information to a range of stakeholders in a clear manner.
* Knowledge of and experience of using Microsoft Office; knowledge and confidence in the use of IT for planning or similar purposes and Geographic Information Systems (GIS) would also be desirable.

# Personal Qualities & Attributes

* Self-motivated and self-reliant with excellent teamworking skills
* High level of personal resilience and calm under pressure
* Willingness to learn and respond to new challenges and changes and be able to adapt to these
* Ability to recognise and resolve barriers
* Awareness and ability to anticipate the need for support or personal development
* Good interpersonal and communication skills; able to develop and maintain relationships with customers and colleagues; emotional intelligence
* Willingness and ability to support and challenge others, whilst maintaining own workload
* Willingness and ability to collaborate with others
* An ability to find positive and practical solutions to problems
* Commitment to quality output and outcomes
* Attention to detail and ability to deliver work to tight deadlines and be flexible in managing workloads

# Job Requirements

* Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to a car
* There may be occasional need to work outside of Council office hours or weekends.

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.