**Job Description**

**Post Title****Senior Planning Officer (Strategic Planning)**

**Role Profile** Grade K

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

**My job improves the quality of life for the people of Bournemouth, Christchurch, and Poole, by leading in ensuring that new growth is properly planned for through a policy framework and developments are delivered in a way that meets both the planning related aspirations of the Council while they comply with national and local policy requirements.**

**Reports to** Planning Policy Manager

**Post number** GRO 021

# 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. As a more senior position within the team, the role will take on greater responsibility in designing the approach and making policy recommendations.

**Key Responsibilities**

* Positively and actively support, the Planning Policy Manager and the team in all aspects of the team responsibilities.
* Identify 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.
* Deliver quality advice, skill and knowledge relating to national and local planning policy
* Contribute proactively towards maintaining an efficient, effective and well-respected team
* Design 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 involve designing and organising focus groups and surveys and attending public meetings and local forums.
* Undertake complex 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 policy work.
* Develop well-evidenced and creative policy solutions on how to address local issues to guide the design and development of the area.
* Produce appraisals, reports, topic papers, plans and recommendations that clearly outline the Council's policy position.
* Positively represent and provide expert advice and as an expert on policy matters to other parts of the Planning and Transport Directorate, other Council services, Committees, Councillors, external stakeholders and for any relevant enforcement investigations or prosecutions and legal cases
* Provide professional technical guidance, advice, information and recommendations to Councillors, colleagues and the public so that they are well-informed and understand the Local Plan, planning policies or other related work and their implications.
* Support the implementation and monitoring of planning policy to ensure that the Local Plan and other planning policy is adhered to successfully. This may involve supporting development management activity by giving advice and recommendations to Planning Officers regarding relevant applications.
* Provide expert input into examinations, hearings and appeals to justify and defend the Council's planning policy.

# Specific Qualifications and Experience

* Degree in Town Planning or equivalent degree or experience.
* Member or eligible to be a member of a relevant professional body such as RTPI
* Advanced knowledge of relevant planning legislation such as Town and Country Planning Act, and governmental planning framework.
* Advanced knowledge of current policies relating to the built and natural environment, both national policies and the Local Plan.
* Demonstrable experience in policy development
* Considerable experience of conducting research and public consultations.
* Considerable experience of analysing data and presenting summary information.
* Proven ability to plan and organise workload managing frequently conflicting priorities and deadlines
* Ability to influence, persuade and make recommendations based on technical or specialist knowledge.
* Able to demonstrate relevant Continuing Professional Development (CPD)
* Knowledge and experience of using IT for planning or similar purposes and confident in the use of Microsoft Office; 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
* Confidence and ability to make decisions
* 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 and to support and coach less experienced colleagues
* 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.