# EAST STAFFORDSHIRE BOROUGH COUNCIL

# JOB DESCRIPTION

JOB TITLE: PLANNER (POLICY)

2 YEAR FIXED TERM CONTRACT

GRADE: 7 £31,364 to £34,834

ALLOWANCES: CAR NECESSITY SCHEME

PROFESSIONAL FEES

REFERENCE CODE: PP040T

DEPARTMENT: REGULATORY SERVICES

SECTION: PLANNING POLICY

RESPONSIBLE TO: Planning Manager

PURPOSE OF JOB: To develop, implement and monitor planning policies, including Development Plan and Supplementary Planning Documents. To provide planning policy advice to a range of customers including Development Control officers, Elected Members, Town/Parish Councils, developers, planning agents and members of the public.

**DUTIES AND RESPONSIBILITIES:**

1. To assist in the preparation of, and provide where needed, statutory planning reports including the Authority Monitoring Report, Five Year Housing Land Supply and other relevant evidence base reports as needed including; Brownfield Site Register, Retail Monitoring, Strategic Employment / Housing Land Availability Assessments, Village Facilities Studies and housing capacity assessments etc. as required.
2. To collate statistics and research relevant information, to inform and support emerging policy documents and guide representations on third party consultations
3. Monitor, prepare and submit returns for national, regional and Borough requirements using information technology as appropriate. Submitting required returns in line with national data collection and grant applications.
4. Monitor S106 and other legal agreements and prepare the annual infrastructure funding statement and respond to S106 compliance enquiries.
5. To coordinate consultations associated with the preparation of planning documents. Main duties include the following:
   1. Development of consultation/participation exercises.
   2. Maintenance and coordination of the Council’s electronic consultations database
6. To desktop publish the Local Plan and other planning documents as necessary and assist in the management of document production.
7. To keep up to date planning related information on GIS, prepare maps using GIS for use within the Planning Services and also corporately and for external customers
8. To respond to telephone calls, emails and written correspondence, including Freedom of Information requests in accordance with agreed procedures
9. Meet all performance targets and deadlines.
10. Undertake all necessary training and development appropriate to the role.
11. To complete tasks and duties allocated by the Planning Manager in accordance with agreed timescales.
12. To fulfil personal requirements where appropriate with regard to the Council policies and procedures, particularly Health and Safety, equal opportunities, emergency evacuation, security and standards in relation to the workplace.
13. To meet continuing Professional Development requirements and implement the Personal Development Plan with the assistance of management.
14. To support neighbourhood planning, in particular commenting on draft policies, and presenting generic information to neighbourhood planning groups
15. To prepare supplementary planning guidance, including Supplementary Planning Documents, Design Guides and Codes, Advice Notes and Sustainability Appraisals
16. To prepare reports and recommendations on planning matters for the Council’s committees and to negotiate with statutory undertakers and service providers as appropriate
17. To advise Elected Members, Town/Parish Councils and other interested parties on planning policy and its application and interpretation
18. To assist in the preparation of Proofs of Evidence and to prepare evidence for Planning Hearings and Examinations in Public
19. To provide planning policy advice to other sections/departments across the council including formal comments on planning applications
20. To contribute to the preparation of Local Development Documents

**Please note:**For certain applications there may be more information to be included: Policy Statement on the Recruitment of Ex-OffendersEmployment of Related Persons Policy  
  
Closing date for applications is: **2024**We thank you for taking the time to apply for our vacancy. If you do not hear from us within 2 weeks of the closing date for the vacancy please assume that your application has been unsuccessful.

**PERSONNEL SPECIFICATION – PLANNER (POLICY)**

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| **REQUIREMENTS AS DESCRIBED IN THE EMPLOYMENT AND EQUAL OPPORTUNITIES POLICY** | ESSENTIAL FOR POST | DESIRABLE FOR POST |
| EXPERIENCE | Experience in a planning environment.  Practical experience of policy development | Practical experience of development plan preparation |
| QUALIFICATIONS | Relevant Degree or equivalent level qualification. Professional qualification in Town Planning. | Member of the RTPI |
| TRAINING | To have a thorough understanding of the Local Plans, planning policy development and any other relevant legislation.  Willingness to undertake as necessary |  |
| SPECIAL KNOWLEDGE | Able to demonstrate knowledge and understanding of national planning policy and guidance.  A good understanding of planning legislation and guidance.  Ability to organise work effectively and to work to pre‑determined and challenging deadlines.  GIS knowledge and experience of a GIS system |  |
| PERSONAL CIRCUMSTANCES | Full driving licence.  Access to own vehicle. |  |
| DISPOSITION AND ATTITUDE | Self motivated  Strong communication and presentational skills.  Ability to demonstrate customer sensitivity and awareness.  Ability to work as a member of a team. | Self confident |
| PRACTICAL/INTELLECTUAL | Knowledge of/or ability to use of IT in organising, recording and presentation of material.  Experience of working with multiple pieces of data from different sources and the ability to collate such data  Exemplary time management skills.  Able to prioritise own workload and others.  Computer literate/competent (Word, Powerpoint, Outlook, Excel)  Flexible, but decisive | Clear, innovative thinker |