

JOB DESCRIPTION



DIRECTORATE	Governance and Community Services
SERVICE	Strategy and Planning
POST NUMBER	100232
POST TITLE	Planning Policy – Team Leader
POST GRADE	Local Salary Scale PO2
CONDITIONS OF SERVICE	National Joint Council (NJC) for Local Government Services as amended locally
RESPONSIBLE TO	Planning Policy Manager
RESPONSIBLE FOR	The management of members of the Planning Policy Team
JOB PURPOSE	<p>To contribute to the Strategy and Planning Service in relation to creating an effective and up-to-date planning framework.</p> <p>To assist and deputise as necessary for the Planning Policy Manager in managing the day to day operations of the planning policy team including performance management.</p>

MAIN AREAS OF WORK	
1	Responsibility for management of the relevant officers including mentoring, undertaking 1-2-1 and annual appraisals and be responsible for development of staff in team
2	With the Planning Policy Manager, take a lead role in preparing the Council's Planning policy framework, including the formulation of both spatial and thematic planning policies and proposals for development plan documents and related supplementary guidance, as well as undertaking associated studies and assessments, carrying out public consultations, presenting at Cabinet and any examinations and inquiries
3	Contribute to ensuring that the strategies and policies of other agencies are compatible with the Council's aims, priorities and particularly with its Local Plan, as required
4	Assist in the proper monitoring of social, economic and environmental conditions and trends affecting planning policy, the progress of development and key indicators
5	Take a lead role in procuring, overseeing and managing external consultants to ensure the appropriate development of evidence to support the creation and delivery of sound and effective Planning policy
6	Contribute to other workstreams of the Planning Policy and Placemaking team as required, including the Council's Community Infrastructure Levy, Neighbourhood Planning, Monitoring functions, and Design
7	Advise and liaise with Development Management colleagues on Planning policy matters

7	Liaise with public agencies, utility companies, service providers, representative bodies, local community groups and the general public on matters relating to land use and planning in the District
8	Represent both the Section and Planning Service as appropriate, at meetings and hearings in connection with the above
9	Contribute land use and spatial planning inputs to internal groups, as and when appropriate
10	Contribute to corporate project groups as required, to help achieve Corporate Plan outcomes
11	When required and as part of flexible working – to work within other Services and Directorates in support of the Council's overall objectives and projects
12	Co-operate with Managers in implementing the Council's Health and Safety Policy. The responsibilities of members of staff in respect of this are set out in the Council's Health and Safety Manual
13	To undertake any other duties for which the post holder is competent and which the Head of Service considers necessary for the effective and efficient delivery of the Service

PERSON SPECIFICATION

POST TITLE	Planning Policy – Team Leader		
DIRECTORATE	Governance and Community Services		
SERVICE	Strategy and Planning		
POST GRADE	Local Salary PO2		
		Essential	Desirable
Qualifications			
Planning or related degree		X	
Full membership of RTPi		X	
Experience			
Line management experience			X
Relevant local planning authority experience		X	
Minimum five years relevant planning policy experience		X	
Skills and Abilities			
Excellent analytical skills		X	
Excellent time management and workload planning skills		X	
Demonstrable spatial awareness		X	
Excellent communication skills both verbal and written		X	
Proficiency in IT including use of Word, Excel and GIS		X	
Ability to work within a team and manage junior staff		X	
Good negotiating skills		X	
Ability to work under pressure and deal with unforeseen and urgent demands		X	
Highly motivated		X	
Training			
Up-to-date CPD and commitment to continuing professional development		X	
Knowledge			
Sound understanding of planning law		X	
A sound understanding of the local plan process, including its key aims, policy and legislative background		X	
Excellent understanding of national planning policies		X	
Excellent understanding of current planning issues		X	
Knowledge of planning issues affecting Rother			X

June 2025