



**MALDON**  
DISTRICT COUNCIL

**Policy Planner  
(Part 1 – Job Description)  
(2653PPG)**



<b>Job Title</b>	<b>Policy Planner</b>
<b>Service Area</b>	<b>Place, Planning &amp; Growth</b>
<b>Grade</b>	<b>F</b>
<b>Job Reference</b>	<b>2653PPG</b>

<b>Reporting to</b>	<b>Responsible for</b>
Planning Policy Manager	None

<b>Team Purpose</b>
The team provides a high-quality, consistent and professional planning policy service that supports sustainable growth, place-making and the delivery of the Council's planning objectives.

<b>Role Purpose</b>
<p>Contribute towards the delivery of a high-quality, customer focused Place, Planning &amp; Growth directorate, by working within the Planning Policy Team, supporting the development and delivery of an up-to-date, evidence-based Local Plan that supports the Council's corporate objectives and statutory duties.</p> <p>With assistance and guidance from planning policy colleagues, provide advice and support in relation to planning policy, ensuring compliance with statutory regulations, legislation, professional codes of practice and adherence to Council policy.</p> <p>Be a role model for the service, demonstrating authenticity, integrity, resilience and compassion and focussing on communication, personal development and wellbeing.</p>

<b>Key Accountabilities</b>
<p>With guidance and supervision:</p> <ul style="list-style-type: none"> <li>• Support the development, review, and implementation of local planning policies, strategies and plans.</li> <li>• Undertake research, data collection, and analysis to inform policy recommendations and planning decisions.</li> <li>• Prepare clear, concise, and evidence-based reports, briefings, and presentations for colleagues, managers, and Members at Working Groups and committees.</li> </ul>



- Contribute to consultations, engagement activities, and communications with internal and external stakeholders, including community groups, developers and statutory consultees.
- Maintain accurate records and documentation of planning policies, projects, and research in accordance with council procedures and data protection requirements.
- Assist in monitoring and evaluating the effectiveness of policies and plans, identifying opportunities for improvement.
- Collaborate with colleagues across teams and departments to ensure alignment of policies with broader council strategies and corporate objectives.
- Support the delivery of projects, initiatives and service improvements within the planning policy function.
- Ensure own personal and professional development is maintained including keeping up to date with relevant law, policies, working practices and procedures.

<b>Ways of Working</b>	
<b>Collaborative working</b>	<p>Demonstrate self-awareness and an understanding of the values of others to build effective working relationships.</p> <p>Develop and maintain relationships with both internal and external customers, interacting through multiple channels.</p>
<b>Customer Service</b>	Playing a leading role in championing the customer and a customer focussed approach to service delivery.
<b>Supporting corporate projects</b>	<p>Provide input to service specific projects.</p> <p>Where necessary, input to and implement strategies, policies, service and financial plans, to ensure statutory and corporate targets are met and provide best value for the council.</p>
<b>Performance</b>	Contribute to ensuring a focus on team performance.

### **(Part 2 – Person Specification)**

<b>Qualifications</b>
<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent; a degree in a relevant discipline such as Town &amp; Country Planning, Geography, Environmental Sciences is desirable.</li> <li>• Eligibility to work towards Membership of the Royal Town Planning Institute (MRTPI) or equivalent professional body is desirable.</li> </ul>



## Qualifications

- Evidence of continuous professional development (CPD) or a willingness to engage in learning to develop skills and expertise in planning practice.
- Full UK driving licence.

## Knowledge, Experience, Skills and Ability

### Knowledge

Desirable knowledge in the following areas:

- Understanding of the planning system, relevant legislation, and national and local planning policies.
- Awareness of sustainable development principles and their application in a local authority context.
- Knowledge of customer service standards and approaches in a public sector environment.
- Understanding of data protection and information management principles.
- Awareness of planning procedures, including consultations, enforcement, and community engagement.
- Familiarity with digital systems, GIS, and other IT tools used in planning service delivery.

### Experience

- Some experience in a planning, local government, or related service delivery role, including placements or internships is desirable.
- Experience of assessing or contributing to project work, research, or policy development in a structured environment.
- Exposure to customer-focused services, providing clear guidance and support to members of the public or internal stakeholders.
- Experience of working collaboratively within a team to achieve objectives and meet deadlines.
- Participation in initiatives to improve processes, services, or workflows is desirable.

### Skills and Ability

- Ability to undertake research and analyse information and make reasoned recommendations.
- Strong written and verbal communication skills, with the ability to present information clearly to others.
- Ability to manage workload, prioritise tasks, and meet deadlines in a busy, varied environment.



## Knowledge, Experience, Skills and Ability

- Sound organisational skills to maintain accurate records and update databases effectively.
- Proficiency in Microsoft Office 365 (Word, Excel, PowerPoint, Outlook) and confidence in learning new IT systems.
- Ability to work collaboratively within a team and build effective working relationships.
- Commitment to developing professional knowledge and applying learning to improve service delivery.

## Special Requirements

<b>Emergency Planning</b>	A requirement of this role will be to attend emergency planning training. The role holder will be required to support the Council's emergency planning response.
<b>Election Duties</b>	<p>This post will, on occasion and with reasonable notice, be expected to assist with election duties as required and this will include working unsociable hours.</p> <p>A separate payment for election duties will be made as determined by the Regional Elections Committee.</p>
<b>Political Restrictions</b>	This role is not politically restricted.
<b>Disclosure Barring Scheme</b>	This role does not require a DBS.

<b>Standard Terms</b>	<ol style="list-style-type: none"><li>1. To comply with appropriate legislation, service and council policies.</li><li>2. All employees have responsibility under the Health and Safety at Work, etc. Act 1974. These responsibilities are laid out in the council's health and safety policy and procedures.</li><li>3. To support and be committed to the council's policy on safeguarding and promoting the welfare of vulnerable groups including, young children and adults and expects all staff and volunteers to share this commitment.</li><li>4. To support the council's equalities and diversity policies.</li><li>5. To operate within the council's IT policies and data protection rules and regulations.</li><li>6. To operate within the council's financial regulations.</li><li>7. Manage budgets and resources ensuring that they are deployed effectively with robust internal controls and compliance with relevant regulations, policies and guidelines.</li><li>8. To participate in internal committees and departmental working parties</li></ol>
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to ensure continuous improvement as required.  
9. Any other reasonable duties as may be required from time to time.

## Competency Framework

Central to the delivery of the role are the council's values and behaviours and all employees are expected to work within the council's Competency Framework. These are shared by all employees and applied to everything we do. The points for each competency are shown below:

<b>Maldon behaviours [competencies]:</b>	
<b>Core Competencies - All Workforce</b>	
<b>Communicating</b>	Expressing information in the best way and timescales that ensure clarity and understanding and responding in the most appropriate manner.
<b>Managing and Leading People</b>	Providing direction and support to those we work with to ensure service excellence.
<b>Customer Focus</b>	Taking into account customer needs, striving to meet them and providing the best service to our customers and colleagues.
<b>Planning and Managing Work</b>	Planning and managing work to meet individual, team and service objectives whilst achieving quality and value for money.
<b>Analysis and Problem Solving</b>	Assessing and interpreting information in order to support work activities, identify issues and aid problem solving.
<b>Initiative and Decision Making</b>	Taking the right action, based on what we know and being responsible for what happens.
<b>Developing Self</b>	Committed to developing own skills, knowledge and abilities to enhance capability.

All employees are expected to be flexible in undertaking the duties and responsibilities attached to their role and may be asked to perform other duties, which reasonably correspond to the general character of their role and their level of responsibility. All employees are required to be flexible to undertake out of hours work as required, meetings outside office hours will be routine and officers will be expected to attend. This job description will be supplemented and further defined by annual objectives which will be developed in conjunction with the postholder.

This job description will be subject to regular review and the council reserves the right to amend or add to the details.

## Key Policies

We are an equal opportunities employer and therefore all staff are expected to comply with our equality policies and help create a work environment in which everyone is treated with dignity, respect, courtesy and fairness. You are also expected to fully comply with health and safety policies and procedures in force to help maintain and develop a



safe working environment. In pursuing a practice of continuous improvement and seeking to obtain best value in all aspects of the service, staff will be expected to assist in other such duties as may be allocated for the benefit of the organisation and their own personal development. Staff will be expected to assist if the council has to deal with the results of a civil emergency.

<b>Signed (Job Holder):</b>		<b>Date:</b>
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