



MALDON
DISTRICT COUNCIL

Senior Policy Planner (2691PPG)



Job Title	Senior Policy Planner
Service Area	Place, Planning & Growth
Grade	G (25 – 28)
Job Reference	2691PPG

Reporting to	Responsible for
Planning Policy Manager	None

Team Purpose
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.

Role Purpose
<p>Contribute towards the delivery of a high-quality, customer focused Place, Planning & Growth Directorate, by working within the Planning Policy Team, supporting the development and delivery of an up-to-date, evidence-based planning policy framework that supports the Council’s corporate objectives and statutory duties.</p> <p>Provide high standards of 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>

Key Accountabilities
<ul style="list-style-type: none"> • Deliver customer-focused specialist advice and services related to Planning Policy. • Take responsibility for more complex areas of work including leading in specific policy areas, commissioning of evidence, contract management, preparation of briefing papers and reports, and responding to consultations. • Undertake research and analysis on a range of planning policy areas as required, including the gathering of research data and maintenance of databases, to inform understanding and future policy development. • Assist in the formulation, implementation, and monitoring of the Council’s planning policies, taking key responsibility for specific issues / themes to be agreed. • Support Parish Councils and qualifying bodies with neighbourhood planning.



- Working collaboratively with colleagues across the Place, Planning & Growth directorate, the wider Council, as well as Members and partners including Essex County Council, Local Councils and other stakeholders.
- Prepare and present reports to Members Working Groups, Committees and other internal and external meetings.
- Assist in shared learning and the development of Policy Planners, Project Support Officer colleagues as necessary.
- To deal with all customers of the planning service in a positive and constructive manner.
- Access and accurately update all relevant information systems and electronic filing systems, at both a customer and back-office level ensuring that the master customer record is updated and maintained through verification and validation, and in accordance with Data Protection principles.
- Ensure own personal and professional development is maintained including keeping up to date with relevant law, policies, working practices and procedures.

Ways of Working	
Collaborative working	<p>As part of the Planning Policy team, work collaboratively across the Council to provide a seamless service to customers, collaborate on corporate projects where necessary and engage positively and effectively with Members, partners and other stakeholders.</p> <p>Conduct self and work in ways which encourage communication and empowerment within the team.</p> <p>Develop skill levels of self and other to support multi skilling and knowledge transfer.</p> <p>Demonstrate self-awareness and an understanding of the values of others to build effective working relationships.</p>
Customer Service	<p>Able to identify and develop opportunities to improve the customer journey. Champion own ideas for the improvement of services and processes.</p> <p>Be part of a comprehensive customer focused team, ensuring Planning and Planning Policy advice and input is provided where required.</p> <p>Access and accurately update all relevant information systems, ensuring the 'golden customer record' conforms to all verification and validation process and in accordance with Data Protection principles and Council policy.</p>
Supporting corporate projects	<p>Provide input to service specific projects.</p>



Ways of Working	
	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.
Performance	<p>Contribute to ensuring a focus on team performance.</p> <p>Provide planning advice and input across the Council, commissioning evidence, complying with procurement rules and contract management.</p> <p>Provide staff with positive guidance, coaching, direction, and motivation that harnesses the strengths and talents of individuals, achieves their maximum contribution to the organisation and promotes their personal development.</p>
Teamwork and working with others	<p>As part of the Planning Policy team, work collaboratively across the Council to provide a seamless service to customers, collaborate on corporate projects and engage positively and effectively with Members, partners and other stakeholders.</p> <p>Conduct self and work in ways that encourage communication and empowerment within the team.</p> <p>Develop skill levels of self and others to support multi skilling and knowledge transfer.</p>

(Part 2 – Person Specification)

Qualifications
<p>Educated to degree level in a relevant discipline such as Town & Country Planning, Geography, Environmental Sciences or equivalent</p> <p>Eligibility for Chartered Membership of the Royal Town Planning Institute or equivalent body.</p> <p>Evidence of Continuous and Professional Development (CPD).</p> <p>Full UK driving licence.</p>

Knowledge, Skills, Ability, and Experience
<p>Knowledge</p> <p>Demonstrate a wide understanding and knowledge of local government particularly relating to planning policy.</p>



Knowledge, Skills, Ability, and Experience

Good working experience and knowledge of planning policy.

Good working knowledge of legislation and developments in planning.

Proven ability to give sound advice and guidance on in relation to planning policy.

Experience

Experience of work within Planning, within a broad range of complexity and contentiousness, with some guidance and support of more experienced staff, occasionally referring to Principal Policy Planners and the Planning Policy Manager for work outside previous experience.

Experience working with Members, corporately with senior managers and externally with other partners and customers.

Skills and ability

Able to effectively manage own changing and competing priorities in a fast-paced environment and plan workload to ensure deadlines are met.

Excellent ability to undertake research and analysis.

Demonstrate excellent timekeeping and management of Outlook 365 emails and calendar appointments.

Sound organisational skills to ensure effective management of electronic and other information including diary management to ensure openness, setting an appropriate standard for the team

Confident using technology and Microsoft applications (e.g. Office 365, Word, Excel, PowerPoint) and service specific systems (i.e. GIS, Uniform etc.)

Developed and effective verbal and written communication skills including providing detailed and factual reports, communications, and business cases on complex planning issues.

Confident presenting and communication skills when engaging with a wide range of audiences and stakeholders and remaining professional and composed under pressure.

Ability to work collaboratively as part of a team.

Special Requirements

Emergency Planning

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.



Special Requirements	
Election Duties	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. A separate payment for election duties will be made as determined by the Regional Elections Committee.
Political Restrictions	This role is not politically restricted.
Disclosure Barring Scheme	This role does not require a DBS.

Standard Terms	<ol style="list-style-type: none"> 1. To comply with appropriate legislation, service and council policies. 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. 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. 4. To support the council's equalities and diversity policies. 5. To operate within the council's IT policies and data protection rules and regulations. 6. To operate within the council's financial regulations. 7. Manage budgets and resources ensuring that they are deployed effectively with robust internal controls and compliance with relevant regulations, policies and guidelines. 8. To participate in internal committees and departmental working parties to ensure continuous improvement as required. 9. Any other reasonable duties as may be required from time to time
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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:

Maldon behaviours [competencies]:	
Core Competencies - All Workforce	
Communicating	Expressing information in the best way and timescales that ensure clarity and understanding and responding in the most appropriate manner.
Managing and Leading People	Providing direction and support to those we work with to ensure service excellence.
Customer Focus	Taking into account customer needs, striving to meet them and providing the best service to our customers and colleagues.
Planning and Managing Work	Planning and managing work to meet individual, team and service objectives whilst achieving quality and value for money.



Analysis and Problem Solving	Assessing and interpreting information in order to support work activities, identify issues and aid problem solving.
Initiative and Decision Making	Taking the right action, based on what we know and being responsible for what happens.
Developing Self	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.

Signed (Job Holder):		Date:
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