

Role Title	Planning Policy Lead
Job Family	Regeneration, Planning & Delivery (Place and Design Team)
Competency Level	Principal Officer (Leadership role)
Pay Scale	PO7/8 (Career Graded)
<p>Purpose</p> <p>The role holder will maximise the effectiveness of planning and other policies to support the delivery of the Borough's growth ambitions, playing an important role in contributing to local plan submissions and reviews and associated planning policy functions.</p> <p>They will adopt a flexible matrix working approach to project delivery across the wider team, assisting with the allocation of resources in an agile way to ensure the right teams for the right projects.</p> <p>They will lead in the formulation, promotion, implementation, management, and review of relevant planning policy, supplementary planning and other statutory planning documents, projects and other initiatives at a strategic level and provide specialist professional advice and guidance on all matters relating to planning policy.</p> <p>They will lead in the preparation, review and delivery of the Council's Local Plan in accordance with statutory processes, government guidance and best practice, also taking into account the spatial, economic, social, and environmental change programmes of the Council and its partners.</p> <p>They will strategically manage, develop, organise, and control a professional service area ensuring the delivery of the service meets all Council, professional and legislative requirements.</p>	
Generic Accountabilities	End Results/Outcomes
Plan and ensure service delivery within a diverse environment. Control activities within the service area and ensure professional standards are delivered.	<p>The service is delivered to the quality, Council, professional and legislative standards required.</p> <p>Integrated service development and delivery is informed by client, partner and stakeholder views, latest thinking, good practice, and legislative requirements.</p> <p>Corporate strategies are effectively implemented within area of responsibility.</p> <p>Service delivers excellent customer service.</p>
Manage responses to complex professional or politically sensitive issues within the area of responsibility.	<p>Expert opinion, advice, supports, and interpretation is provided on all aspects of the area of responsibility, including major decisions.</p> <p>Major issues are managed through to a satisfactory conclusion.</p> <p>Feedback and complaints procedures are developed and managed. Complaints are effectively resolved.</p>
Manage key relationships with delivery partners /providers /suppliers to commission / manage /	

<p>evaluate / enhance appropriate service delivery / capacity within area of responsibility.</p>	<p>Customer outcomes are clearly understood and specified.</p> <p>Services / goods are delivered on time, to budget and standards agreed.</p> <p>Opportunities to improve delivery / capacity of provision are proactively identified and actioned.</p> <p>Suppliers and supply chains are resilient and adaptable to meet changing needs.</p> <p>Expected operational efficiencies are realised.</p>
<p>Develops service plans to meet strategic business goals. Ensure compliance with all internal and external standards.</p>	<p>Service plan and targets for area of responsibility are developed from Council's overall strategic directives and agreed and communicated within required timeframe.</p> <p>Strategic and operational input is provided to wider business planning and development.</p> <p>Progress against objectives is effectively monitored and delivered.</p>
<p>Ensure the development and delivery of continuous improvements in all aspects of the service.</p>	<p>Improvements are developed and delivered effectively.</p> <p>Stakeholder requirements are met.</p>
<p>Lead, motivate and develop staff to create and maintain a highly competent and participative workforce.</p>	<p>Instrumental in ensuring a workforce development strategy is designed and delivered, including induction of new staff.</p> <p>The team is highly competent, effective, motivated and outcomes focussed.</p> <p>Recruitment, induction, development, performance reviews, employee relations and all HR processes and planning is completed to the required standards and timescales.</p> <p>Effective team meetings take place to required timescales.</p> <p>Regular supervision is undertaken, and clear objectives set and monitored through the Council's Appraisal process.</p>
<p>Identify, secure, deploy and manage the resources necessary for the professional service area to meet/exceed its objectives.</p>	<p>Resources including equipment, people, and systems are utilised optimally and efficiently.</p> <p>Budgets are planned, developed, and delivered. Value for money is maximised.</p>

	Financial expenditure and financial integrity are controlled to assure regulatory and Council policy compliance.
Ensure the necessary standards relating to safeguarding best practices/protocols are effectively communicated, monitored, and maintained	<p>Safeguarding standards are monitored and maintained in compliance with Council policy.</p> <p>Appropriate safeguarding training is provided.</p>
Implement a risk management programme and advise on issues affecting Council service areas.	<p>Business threatening situations are recognised, planned for, and managed or escalated as appropriate.</p> <p>Systems and governance are in place to and respond promptly to critical events.</p> <p>Continuous service is provided.</p>
Ensure the successful implementation of health and safety legislation, policies, and practices.	<p>Risks to staff and others are assessed and managed.</p> <p>Suitable health and safety instruction and training are provided.</p> <p>There is a safe working environment.</p>
Generic Accountabilities PO8 (in addition to the above)	
Manage responses to complex professional or politically sensitive issues within the area of responsibility.	<p>Expert opinion, advice, supports, and interpretation is provided on all aspects of the area of responsibility, including major decisions.</p> <p>Major issues are managed through to a satisfactory conclusion.</p>
Working with finance colleagues undertake budget monitoring and forecasting to assist with the management of the team's budget and the identification of income opportunities	<p>Monitoring of expenditure to ensure service effective use of resources.</p> <p>Opportunity to develop new skills and an awareness of the wider financial picture.</p> <p>Better understanding of the need to operate more commercially and identify new opportunities for income generation and/or service efficiencies</p>

Job-specific Accountabilities	End Results/Outcomes
<p>Contribute positively to the delivery of the whole planning policy service, but with particular responsibility for the following themes:</p> <ul style="list-style-type: none"> • Design and the creation of high quality places, • Green and blue infrastructure, • Built and natural heritage assets, • Town Centres and High Streets, • Culture & Creativity, and • Enhancing the environment 	
<p>Co - lead on the following:</p> <ul style="list-style-type: none"> • Preparation, adoption, review, monitoring and implementation of the borough's Local Plan other statutory plans and neighbourhood planning functions, supplementary planning guidance, design codes, area based masterplans, area frameworks and planning/development briefs. • With specific responsibility for the identified themes, support co – lead and contribute expertise to the cross-cutting policy themes such as climate change resilience, active travel, health, and well-being etc. • The identification of the data, information and analysis required to meet the development and regeneration needs of the Borough and monitor implementation and delivery of planning policy. • Ensure technical assessments and evidence bases are updated and commissioned as required • Lead on the input to relevant national, regional and sub regional legislative and policy. 	<p>The Borough's spatial planning framework meets legal requirements, tests of soundness and general conformity with the London Plan, NPPF as updated /replaced and all other relevant legislation. Spatial planning framework promotes sustainable and inclusive growth and meets all legal requirements.</p> <p>The Local Plan is adopted in a timely manner and reviewed as appropriate. Relevant supplementary planning guidance is prepared to a high standard and adopted in a timely manner.</p> <p>Local Plan policies, SPDs and other policy documents are reviewed, developed, and amended as required in order to maximise the opportunities for good growth within the Borough.</p> <p>Influencing policy and legislation to ensure the needs of the Borough are represented.</p>
<p>Provide, at a senior level, specialist expertise and guidance to officers across council services, members, developers, the public and other stakeholders on all relevant aspects of planning policy including development management, area based masterplanning and regeneration initiatives as well as in the development and review of the</p>	<p>A professional service is delivered to the legislative and quality standards required.</p> <p>Expert advice and opinion are provided on all aspects within the area of responsibility.</p>

Council's planning policies.	<p>Communications are clear, well-planned, and affective</p> <p>The service delivers excellent customer service standards.</p>
<p>Prioritise the climate emergency and climate resilience in policy development and implementation and measure the impact of policy through enabling effective monitoring processes.</p> <p>Support the team to develop the necessary skills through training, shared experience and learning and best practice.</p>	<p>Ensure sustainability is a crucial part of the design culture and contribute to the Councils climate change response.</p> <p>Develop and support staff as part of the workforce strategy and ensure the skills base is up to date.</p>
<p>Ensure Equality, Diversity and Inclusion (EDI) assessment is at the heart of policy development and implementation.</p> <p>Lead on the Equality Impact Assessments of planning policies, and on the monitoring of policies from an EDI perspective to see if they are achieving the intended results and to identify and address unintended impacts.</p>	<p>Make sure policy development and implementation addresses all the community need, Compliance with legislation and ensuring that EDI issues are identified, and effective mitigation put in place if required.</p> <p>Monitor local planning policies, to assess the impact assessment of policies and how they affect certain segments of the population and whether they are meeting community needs.</p>
<p>Adopt a flexible pragmatic approach to project delivery across the wider Place and Design team, responding to different demands and priorities to achieve the best outcome.</p> <p>Work on a range of projects and undertaking other generic duties as required.</p>	<p>The right team is assembled for the right project. Flexible use of resources and opportunity for shared learning and career development as part of the implementation of the Workforce Strategy within the service.</p> <p>Ad hoc or wider team projects are responded to and other departmental or corporate initiatives supported.</p>
Key input into area based masterplans, design codes and place specific planning documents and frameworks, as well as neighbourhood plans and other relevant plans and policies, for example Conservation Area Appraisals, Local List Review etc.	<p>Spatial Planning framework promotes sustainable and inclusive growth and meets all legal requirements</p> <p>Contribute expertise to specific projects as part of matrix working across the teams.</p>
Proactively research planning policy issues, address changing national, regional, or local policies and priorities and brief members and senior officers appropriately. Ensure relevant Planning Policy related training needs of the service are met.	<p>Carry out research and analysis, prepare topic studies and reports.</p> <p>Provide high quality information.</p> <p>Ensure policy changes are implemented through the Plan making process.</p>
Effectively undertake statutory processes relevant to the preparation and adoption of Development Plan Documents and Supplementary Planning	Develop spatial and thematic planning policies and strategies.

Documents including for example, Householder SPD, Urban Design SPD, SANGS (Suitable Alternative Natural Green Spaces) and SAMMS (Strategic Access Management & Monitoring Strategy), Biodiversity Action Plan.	Prepare Supplementary Planning Documents and Planning briefs as may be required. Monitor the performance of plan policies and proposals/guidance documents.
Play a key role in monitoring, reviewing, and updating information sets and statutory responsibilities in the relevant areas, such as Epping Forest SAMMS, Biodiversity Action Plan Air Quality Strategy, built heritage conservation, and the Climate Emergency Policy Response etc and reviewing or amending policies accordingly.	High-quality well-informed policy and delivery underpins the spatial planning framework promotes sustainable and inclusive growth enhances and protects the natural environment, responds to the climate emergency, and meets all legal requirements. Provide sound advice to enable a balanced judgement to be made in the context of delivering the growth agenda.
Support the commissioning and management of relevant evidence base consultancy projects and quality control outputs	Support the commissioning of consultancy projects as may be required. Manage consultancy projects ensuring timely delivery to support Local Plan preparation.
Maintain effective partnerships and networks for the effective delivery of Local Plan projects and activities.	Attend discussions/meetings on behalf of the Council in accordance with duty to cooperate requirements/other partnership working arrangements. Respond to planning policy consultations – national, regional (GLA), statutory bodies, neighbouring boroughs etc.
Carry out public consultations and engagement on the local plan/supplementary planning documents and any other relevant matters.	Ensure effective consultation and engagement with the community and other stakeholders on planning policy matters. Prepare consultation reports. Review/prepare the Statement of Community Involvement.
Ensure high quality communication is maintained internally and externally with officers, members, and the general public.	Provide planning policy advice on planning applications/development proposals. Respond to enquiries from stakeholders on planning information and related matters.
Job Specific Accountabilities PO8 (in addition to the above)	
Manage the commissioning and resourcing of services, where required to support the team's role in assisting the strategic work areas, i.e., Local Plan preparation, evidence base, design codes, SPDs, contribution to masterplanning, and other related activities.	The appointment of external persons/organisations in compliance with relevant procurement legislation. The management of contracts and commissions to ensure quality delivery in a timely manner and within budget
Ensure high quality communication is maintained with senior leaders and key councillors, including the Local Plan / Policy Lead and that the strategic	Councillor and key decision makers receive high quality information and advice about strategic planning and design and are engaged with the processes involved.

planning and design service responds to and informs the political agenda around policy making.	Ensure that local needs are reflected in the decisions about policy and planning policy feeds into and informs the political agenda and the decision making process
Nature of Contacts	
<p>Senior managers, directors, members and equivalent level external contacts, key stakeholder's partners, and providers, to identify / meet requirements, generate and co-ordinate original ideas and develop council and partnership wide policy and service delivery. To provide expert advice, guidance, and support on highly complex / sensitive issues. Communicate changes in policy, strategies and working practice both internally and to partner organisations / stakeholders.</p> <p>Build and sustain effective relationships with all internal and external stakeholders. Work in partnership with internal and external contacts to develop and maintain joint working and promote the Council position. Co-ordinate partnership working activities and internal / external working groups. Influence their decisions.</p>	
Procedural Context	
<p>Manage highly complex / high risk issues within a framework of policy and regulatory guidelines. Objectives and targets are developed and agreed in line with service plan. High level of discretion and use of initiative in deciding what course of action to take. Exercise expert judgement in assessing complex stakeholder requirements, potential risk and managing quality assurance of service.</p> <p>Significant expert knowledge and significant experience is required to resolve highly complex issues and proactively anticipate and mitigate problems. Design and develop innovative solutions which enhance the quality and efficiency of services and reputation of the council</p> <p>Occasionally the post will be expected to work from other locations</p>	
Key Facts and Figures	
<p>Reports to Head of Strategic Planning & Design.</p> <p>Enable others to understand changes and developments in relevant area and learn new processes / procedures.</p> <p>Expected to attend work outside normal working hours, including attendance at evening meetings as required.</p> <p>Delegated responsibility for project budgets.</p>	

Resourcing
<p>Budget Responsibilities:</p> <p>ALL: Required to ensure that any external commissions, they are leading on are within budget and programme.</p> <p>PO8 (in addition) Lead on budget management as a development opportunity to manage budgets and identify income opportunities.</p> <p>Supervisory Responsibilities</p> <p>ALL: To deputise for the Head of Strategic Planning and design as required, primarily on policy issues.</p> <p>Supervisory Responsibilities:</p> <ul style="list-style-type: none"> • Planning Policy for Place Principal Officer PO4/5 • Planning Policy for Place Officer SO1/PO3 • Community Engagement Officer PO2 • Graduate Planner PO1 <p>Other graduate /apprentices on specific projects</p> <p>PO8: (in addition) Lead on Managing the commissioning and managing of consultants or practices involved in delivering externally evidence based policy work or other related work.</p>
Knowledge, Skills, and Experience
<p>Experienced Planner particularly in planning policy and experience of the local plan process.</p> <p>Experience of multi—disciplinary working within a local authority context.</p>
<p>Experience, knowledge and understanding of the National Planning Policy Framework and the process of preparing a Local Plan, preparation of supplementary planning documents, review, and monitoring of Local Plan policy.</p> <p>Experience or knowledge of other statutory plans such as AAPs, Neighbourhood plans, or masterplans.</p> <p>Experience of /ability to provide evidence for local plan examinations and other appeals, hearings, or public inquiries.</p> <p>Substantial relevant experience of developing and writing planning policy within a local authority, voluntary or private-sector context.</p> <p>Substantial relevant experience of providing specific policy advice and related planning advice to officers, members, planning applicants and the public.</p> <p>Thorough understanding of planning policy legislation and appreciation of related issues.</p> <p>An in depth understanding of how services are provided in a local government context and political awareness and the issues facing local government.</p> <p>An understanding of the issues and financial constraints facing local government and in particular the services provided by the wider Economic Growth and Housing Delivery Directorate.</p>

Experience of or ability to supervise staff, setting and reviewing priorities and timescales for delivery, and assisting their continued learning as part of their career progression.

Experience of working in a customer focused environment dealing with developers, stakeholders, elected members, and residents.

Experience of effective consultation and engagement with local communities, individuals, and groups on planning policy and other planning projects.

Experience in successful design, implementation, and evaluation of projects.

Experience of preparation of reports, planning information work and research work.

Use of specialist database software or database systems.

Advanced user of Microsoft Office, especially Word and Excel and other relevant software enabling the review and maintenance of the Local Plan process.

Prior experience of recording, analysing, and reporting complex data and information.

Ability to deliver a strong customer-focused service.

Good written and verbal presentation skills.

Commitment to working in partnership with local communities, and with private, voluntary, and other public sector agencies.

Well-developed interpersonal, persuasion and negotiating skills and a pragmatic approach to problem solving, Self-motivated, enthusiastic, and able to work with minimal supervision.

Demonstrable commitment to equal opportunities and equality in employment and service delivery.

PO8 in addition to the above

Evidence of implementing and shaping the approach to area based planning and leading on the relevant stages.

Evidence of successfully clienting the production of relevant planning policy and evidence bases via consultants or designers.

Evidence of delivering projects and programmes within agreed timescales and budgets financial planning, budgetary and procurement management skills.

Evidence of effective of resource management including programme management of several complex projects and the allocation of resources to meet the demands.

Evidence of positive approach to and ability to identify and secure additional funding and income opportunities to maximise resources available for project delivery.

Evidence of leading politically sensitive projects/workstreams, clear demonstration of problem solving and decision making.

Indicative qualifications

RTPI recognised degree level qualification in Town Planning or equivalent.

Eligibility or membership of the Royal Town Planning Institute.

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not intended to be a detailed list of all duties and responsibilities that may be required. This role profile will be supplemented and further defined by annual objectives, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.