



HILLINGDON

LONDON

Job Profile

JOB TITLE:	Planning Policy Officer
GRADE:	POA
POST NO:	TBC
JOB TIER:	5
DBS CHECK:	Not required
GROUP:	Central Services
SERVICE:	Planning, Regeneration and Public Realm

REPORTING STRUCTURE

Reports to:	Planning Policy Team Leader
Direct Reports:	None
Indirect Reports:	None

ROLE PURPOSE:

The Council is recruiting a Planning Policy Officer to join the Planning Policy Team. The review of the Local Plan has commenced and the Council has launched its Regulation 18 Consultation. The primary focus of the role will be to help the team on producing robust evidence, drafting new policies and undertaking statutory consultations.

The role also includes opportunities to work on other responsibilities of the team, including working with planning data, influencing plans produced by other authorities and ensuring engagement with wider stakeholders. Furthermore, there will be the opportunity to implement other types of planning policy, including masterplans, design codes and sites briefs. There will also be scope to work with colleagues in other teams and provide strategic input on large scale planning applications.

This is a permanent role within the planning department and benefits from hybrid working. The postholder will also work with other departments supporting work on issues including design, conservation, housing, transport, economic regeneration and the environment.

A. Job Description

1. Resident & Community Contribution

- Demonstrate understanding of the Council's *Customer Care Standards* and ensure that these standards are met in order to deliver the Council vision of 'putting our residents first'.

2. People Management

- No direct supervisory responsibility however may be requirement to assist in induction and training of peers and new employees.

3. Operational Service Delivery

- Assisting the Team Leader on the preparation of new policies, plans and proposals in relation to the preparation of the Hillingdon Local Plan, supplementary planning guidance and other environmental plans and projects.
- The collection, analysis and presentation of data to ensure high-quality decision making. This may include fieldwork, desktop studies and the use of specialist software.
- Review new national, regional and London-wide strategic planning policies to assess the implications for the Council and prepare appropriate responses.
- Liaise with officers in the planning and other Council services, and with other Local Authorities and outside bodies as appropriate, to secure the integration of their work with that of the Planning Policy Team.
- Advising Development Management officers, and where appropriate other Council services, on planning policies and issues relevant to their areas of work, including planning applications for major development projects.
- Assist on any related project teams which may from time to time be set up to address specific policy issues and discuss proposed solutions.
- Form part of a team to represent the Council at public meetings and meetings of other organisations as may be required in connection with the duties of the post.

- Be a representative for the Council at the meetings of sub-regional and London-wide bodies, including the Greater London Authority, London Councils and the Association of London Borough Planning Officers.

4. Service Planning & Development

- Maintain knowledge of the current Team Plan and understanding of own contribution to the Council in order to ensure delivery of this plan.

5. Financial & Resource Management

- Demonstrate cost-consciousness and identify any cost-effective changes to our own way of working.
- Lead on the procurement and management of consultancy work for the Local Plan and related projects.

6. Service Improvement

- Identify and suggest any improvements to current ways of working in order to deliver a more efficient and effective service for customers.

7. Contacts

- External: Developers and their professional agents; Housing Associations; Greater London Authority; Secretary of State; London Councils; Association of London Borough Planning Officers; Department for Communities & Local Government; Environment Agency; Transport for London; other London Boroughs; West London Alliance; County and District Councils outside London; members of the public.
- Internal: Council Members from the Cabinet and Planning Committees; Service Areas (especially Housing, Education, Highways; Property, Legal, Finance, Green Spaces, Policy, Audit).

8. Additional Responsibilities

- Complete other reasonable tasks in order to fulfil role purpose or as instructed by management.

9. Key Performance Indicators

- Showing enthusiasm for plan-making and demonstrating a strong willingness to learn and improve.
- An ability to problem-solve and the confidence to propose new ideas based on evidence.
- The capacity to input, maintain, analyse and present data in an accurate and reliable manner.

- The ability to understand specific issues, communicate these to others and work together to find appropriate solutions.

B. Person Specification

Principal Planning Officer – Planning Policy Team

This person specification will be used for recruitment to this post. It will form the basis of the application form, and candidates will be also assessed against aspects of this person specification at interview.

1. QUALIFICATIONS	ESSENTIAL ✓	DESIRABLE ✓
Holds or is working towards a RTPI recognised planning degree or equivalent.	✓	
Eligibility for RTPI membership or equivalent.		✓
2. STATUTORY or ROLE SPECIFIC REQUIREMENTS	ESSENTIAL ✓	DESIRABLE ✓
Ability to work flexibly to meet the needs of the service which will include attendance at Council meetings and meetings with the Public outside normal working hours.	✓	
Hold a current UK Driver's Licence		✓
3. EXPERIENCE	ESSENTIAL ✓	DESIRABLE ✓
Appropriate professional experience in a relevant planning policy or plan making field (recent UK policy planning experience).	✓	
Experience of planning and managing a mixed and varied workload of conflicting priorities, whilst responding effectively to the needs of customers.	✓	
Experience of report writing and communications for a variety of audiences, demonstrating a high level of numeracy and literacy, and applying expert knowledge.	✓	
Experience of community consultation and/or partnership working.	✓	
4. KNOWLEDGE & SKILLS	ESSENTIAL ✓	DESIRABLE ✓
Detailed knowledge of UK Town Planning legislation and of adopted national, regional and other planning policy guidance within a London context.	✓	
Expertise in a policy area such as retail, employment, housing, transport, open spaces and recreation, built environment and urban design.		✓
Demonstrable ability to negotiate in complex planning discussions.	✓	
Have proven report writing, survey, analysis and presentation skills to produce and collate accurate information and high quality reports.	✓	

Able to establish and maintain constructive and open relationships with a wide range of service providers, achieving positive shared Outcomes.	✓	
Proven ability to chair meetings.		✓
Ability to use a variety of ICT packages including service specific software	✓	
Ability to build and maintain effective relationships with elected Members	✓	
5. COMPETENCIES	ESSENTIAL	DESIRABLE
“Can do” positive attitude Demonstrates a commitment to changing work practices and processes, and a willingness to try new ways of working or thinking.	✓	
Takes responsibility and delivers results Adapts to changing demands to ensure that objectives are met, overcoming problems and making well considered decisions. Plans, prioritises and organises workload to ensure work is delivered on time and is of a high quality.	✓	
Team working Acts as a role model to others in the team, sharing knowledge and experience when necessary, whilst respecting and valuing the contribution other team members' experiences can bring.	✓	
Communication Demonstrates well developed written and verbal communication skills; and the confidence to present reports and verbal accounts credibly to a variety of different audiences including Councillors and the general public.	✓	
Customer Care Develops contacts and relationships with customer/client groups, regularly reviewing service delivery and taking responsibility to ensure quality service provision.	✓	
Takes ownership of personal development Takes action to develop own and others' capability and knowledge by promoting and supporting developmental opportunities to improve performance.	✓	