



Job Profile

JOB TITLE: Assistant Planning Policy Officer

GRADE: SO1

POST NO: 28554

JOB TIER: 5 (non-management)

DBS CHECK: Not required

GROUP: Place

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 an Assistant Planning Policy Officer to join the Planning Policy Team. The review of the Local Plan has commenced and the Council is working towards its next public consultation. The primary focus of the role will be to assist the team in 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

This job description is not intended to be an exhaustive list of duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of this role.

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 a 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, masterplans and other environmental plans and projects.
- Working with others in 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.
- Undertaking initial reviews of new national, regional and London-wide strategic planning policies to assess the implications for the Council and prepare appropriate responses.
- Liaising 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.

- Play a support function as 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 suggest any cost-effective changes to our own way of working.
- Support of team members in the management of consultancy work for the Local Plan and related projects.

6. Service Improvement

- Communicate any issues 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 suggest 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.
- Strong report writing and tailoring the presentation of findings to different audiences.

B. Person Specification

Assistant Planning Policy 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 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.	✓	
Ability to organise meetings and stakeholders.	✓	
Ability to use a variety of ICT packages including service specific software.	✓	
Ability to build and maintain effective relationships with elected Members, relevant stakeholders and colleagues.	✓	
5. COMPETENCIES	ESSENTIAL	DESIRABLE
Residents and Community Focus Putting Our Residents First'. Delivers the Customer Care Promise; is welcoming, helpful & polite. Engages, empathises and takes ownership. Gives clear information about service standards and timescales. Treats all customers and colleagues with dignity and respect. Aware of Local Government purpose & Nolan principles including integrity, openness and honesty. Adopts a 'One Council' perspective on service delivery.	✓	
Accountability and Delivery Plans, prioritise & organises workload to meet deadlines. Is quality orientated and accepts responsibility for outcomes (positive and negative). Considers financial implications of service delivery. Cost-conscious, aware of budgetary controls and escalates decisions where appropriate.	✓	
Inspirational Collaboration Engages with Council's vision and priorities and takes 'One Council' view. Actively listens and contributes to team meetings and decisions. Takes responsibility for own development and wellbeing. Encourages constructive feedback and is self-aware of own strengths, wellbeing and development needs. Actively participates in learning activities and applies new knowledge and skills in the workplace.	✓	
Drives Change and Improvement Solution focused, challenges existing practices and suggests new ways of doing things. Willing to try new things, accepts responsibility and learns from own mistakes Remains positive and engages with change and service improvement. Remains open-minded to new ideas.	✓	

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<p>Accountability and Delivery</p> <p>Plans, prioritise & organises workload to meet deadlines. Is quality orientated and accepts responsibility for outcomes (positive and negative).</p> <p>Considers financial implications of service delivery. Cost-conscious, aware of budgetary controls and escalates decisions where appropriate.</p>	✓	