

Role Profile



Role Title: Senior Planning Officer

Service Area: Economic & Sustainable Development

Scale: SO2 – PO4

Reporting to: Head of Planning Policy & Projects

Responsible for: N/A

Purpose

To play a key role in preparing the Three Rivers Local Plan and a range of other planning matters, including community consultation and participation. To provide policy and forward planning advice to assist Economic and Sustainable Development to achieve the objectives of the Council.

Key Responsibilities

- **General:** To assist in the delivery of the Local Plan involving research and gathering of evidence, drafting of policy, undertaking public consultation, preparation of committee reports and attendance at committee meetings and forums as appropriate. To assist in the delivery of design guidance and development briefs. To assist on the monitoring and collation of planning and socio-economic data and assist the Senior Planning Officer in monitoring national and local performance indicators. Liaising with other Council departments, other authorities and partners on planning and conservation matters.
- **Local Plan:** Assist in the preparation of the Local Plan as required by new legislation. Help co-ordinate the work of the junior section officers and liaise with other contacts to ensure that planning policy documents are up-to-date. Assist with the carrying out and management of research and monitoring work. Be responsible for the administrative tasks relating to the work of the section, supervising junior staff as identified. Devise and implement schemes for community participation and consultation. Meet and negotiate with objectors and other agencies as required. Prepare reports and proof of evidence and appear as expert witness for the Council as required. Assist in management of the production of published documents such as Supplementary Planning Documents at each stage. To ensure the delivery of the Local Plan.
- Give evidence, as required, at Local Plan hearings and undertake public consultation exercises, resolution of objections and liaison with other authorities and outside bodies in connection with the Local Plan to ensure the appropriate regulations are met.
- Represent the Local Planning Authority and/or the department at Examinations in Public, public meetings, committee meetings and working or steering groups of Members/Officers in connection with the work of the post holder in order to assist in the delivery of the Local Plan
- Provision of advice to Elected Members, other departments, local and statutory bodies and organisations in connection with the preparation of Local Plans and other issues to ensure the appropriate regulations are met.
- Prepare planning and development briefs as necessary, including the arrangements for public consultation and consideration by committee to inform development proposals.
- **Development Management:** Offer formal and informal advice to Development Management Officers in relation to Planning Policy as appropriate. Assist in the preparation of proofs of evidence in relation to development management inquiries as appropriate.

- Advice planning applicants on policy matters when asked by Development Management Officers. Prepare development management guidance notes when required. Assist in the preparation of proofs of evidence and serve as expert witness on behalf of the Council in relation to development management inquiries as appropriate. To ensure that the Local Plan policies are understood and applied correctly.
- **Strategic Planning:** Act as a contact for strategic planning issues. Monitor and respond to strategic consultation documents as necessary, including the preparation of members' information items and committee reports when strategic matters have implications for the District. Represent the Council's interests in strategic planning issues including input into other LPA's planning documents. To ensure that the Council is informed of strategic planning matters.
- **Information and Technology and GIS:** Assist in managing and inputting GIS Local Plan data input. Assist in managing and inputting Local Plan information into UNIFORM. To ensure the continued mapping of policies and constraints are recorded and accessible. Should be able to use Microsoft Word, Excel Spreadsheets, Publisher, Outlook, UNIFORM, GIS.
- **Monitoring:** Work with other colleagues to improve the planning department's land use and local plan monitoring capability including the production of annual monitoring statements for housing land supply, housing needs, and appeals decisions. Be the contact in the Council for receipt and dissemination of demographic data from the County Council, OPCS, etc. Maintain information contacts with the County Council, and regional bodies, including attendance of the Planning Information liaison Group on a regular basis. To ensure the Annual monitoring Report is published in accordance with the regulations.
- You may also be required to undertake administrative duties on behalf of the Electoral Registration Officer and/or the Returning Officer relating to the registration of electors and the organisation of elections i.e processing postal votes, canvassing properties during office hours.
- A knowledge of town and spatial planning and understanding of relevant legislation and regulations

Specific Knowledge, Skills and Expertise

- Knowledge of up to date issues and innovation in the planning area
- Experience of working with people in other disciplines
- An understanding of the role of elected representatives

Key Relationships

- Officers of TRDC, County Council and other local authorities, developers, statutory undertakers, members of the public, community and environmental groups, private companies, Hertfordshire Local Enterprise Partnership