

RICHMONDSHIRE DISTRICT COUNCIL

COMMUNITY DEVELOPMENT

JOB DESCRIPTION

JOB TITLE	POLICY OFFICER	POST NUMBER	PLAN 02	POL
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MAIN PURPOSE OF JOB:

The Planning Policy Team is responsible for planning policy, and housing delivery. The Policy Officer will be required to meet corporate and local strategic objectives by assisting in the development and effective delivery of planning policy for Richmondshire District Council.

SUPERVISORY/MANAGERIAL RESPONSIBILITIES:

Supervisory responsibilities for Grade 9 Planning Officer Post.

SUPERVISION AND GUIDANCE:

Principal Policy Officer.

RANGE OF DECISION MAKING:

The job involves providing interpretation and guidance to officers and members of the public and assisting to develop and implement the statutory development plan and other policies including housing strategy, housing enabling and other wider policy areas as required.

RESPONSIBILITY FOR ASSETS, MATERIALS, ETC:

The postholder will be responsible for the quality of data, evidence base, filing and monitoring systems of the Community Development Team. Staff training.

RANGE OF DUTIES AND RESPONSIBILITIES:

1. To assist and support the development and implementation of policies which assist the Council in achieving its community development aspirations and objectives.
2. To prepare the Richmondshire Local Plan and undertake research, surveys and assessments to ensure a robust evidence base.
3. To implement the policies and proposals of the Local Plan.

4. To provide policy assistance in terms of monitoring the delivery of services and interpreting and offering guidance in relation to the policies which fall within the responsibility of the team.
5. Monitoring and reviewing the Local Plan and preparing the Annual Monitoring Report (AMR) and to assist and support the development of procedures and monitoring systems which support the work of the community development team.
6. To prepare development briefs, supplementary planning documents and other policy documents and guidance.
7. To prepare planning policy advice in the Development Management process.
8. To monitor and evaluate the plans, policies and proposals of other bodies, advising on their contents, and making recommendations as to the Councils response.
9. To prepare reports for the Councils decision making and advisory bodies.
10. To engage with local communities and to represent the Council at parish council meetings, public meetings and meetings with other bodies in connection with planning policy.
11. To deal with requests for information and advice on planning policy and conservation matters from within the Council, the public and other bodies.
12. Liaising and negotiating with other sections of the council and stakeholders on all aspects of common interest and particularly housing developers and housing services.
13. Collaborating with other local authorities on spatial planning, transportation and other matters of common interest.
14. To carry out any other duties broadly compatible with your current duties and responsibilities as may be allocated from time to time by the Corporate Director.
15. To demonstrate an acceptance of and commitment to the Council's Equalities and Diversity Policy

CONTACTS:

- Statutory agencies
- Voluntary agencies
- Councillors
- Council officers at all levels
- General public
- Other Councils
- Planning Inspectorate
- Infrastructure providers

SPECIAL CONDITIONS OF SERVICE:
*Out of hours attendance at meetings
*Full UK driving licence and access to a car for work purposes

COMPILED BY: Mark Robson	ASSESSMENT DATE: April 2018
COMPILED DATE: April 2013	ASSESSED BY: JH/JW
	POST GRADE: 10

Job Description agreed by postholder.....Date.....