



JOB TITLE:	Principal Planning Policy Officer		
GRADE:	G10	SERVICE AREA:	PLANNING POLICY TEAM - ECONOMY, ENVIRONMENT & COMMUNITIES
JOB CODE:	EE127PRING10	LOCATION:	CIVIC CENTRE
SPECIAL CONDITIONS:	<ol style="list-style-type: none">1. Occasional evening and weekend working may be required in order to serve various meetings, steering groups and Committees.2. Politically restricted post under the Local Government and Housing Act 1989.3. This post is covered by the Government's Code of Practice on the English Language Fluency Duty for public sector workers.		

Main purpose of the job role:

- To play a leading role in the preparation, monitoring, review and application of statutory planning strategy, maintaining a strategic overview of regeneration activity, and supporting the Team Leader Planning Policy in representing Walsall's interests in national, regional and sub-regional planning and regeneration policy issues.
- To be responsible for specific planning policy areas, to be defined in agreement with the Team Leader Planning Policy, and to lead the formulation of planning strategy, principally the preparation, monitoring and review of all formal documents which form part of the Local Development Plan.
- The post holder will provide mentoring and undertake supervisory support for other members of the Planning Policy Team, as required.
- Deputise for the Team Leader Planning Policy as required.

• Role specific duties and accountabilities:

- To support the Team Leader in the day to day management and delivery of strategic planning policy matters, including the development and delivery of the statutory Development Plan and planning applications as appropriate.
- To lead the implementation and application of planning strategy, by ensuring advice is provided on planning applications, and other development proposals with planning strategy implications.
- To assist the Team Leader Planning Policy in maintaining a strategic overview of regeneration activity, and to contribute to the development of programmes and initiatives for the economic revitalisation, urban regeneration and sustainable

development of the Borough, and the promotion of development and enhancement opportunities.

- To support the Team Leader Planning Policy, Group Manager Planning & Head of Planning & Building Control in representing Walsall's interests in strategic planning issues at the national, regional and sub-regional levels, including commenting on Government planning policy guidance, preparing representations on the development plans of other local authorities, responding to major development proposals outside the Borough, and deputising for the Team Leader Planning Policy in participation in cross-authority working.
- To present the Council's strategic planning policy position at examinations/inquiries into the Development Plan, into other planning policy documents concerning other planning proposals and planning applications, as necessary.
- To represent the Service in advising on strategic planning and regeneration policy issues, as appropriate, at Council and other Committee meetings, other formal partnership meetings, corporate steering groups or community based working groups, and at meetings/working groups with external partners, public meetings, and to other relevant bodies and individuals.
- To lead the commissioning, and ensure the management of any research and surveys as may be required for policy development and monitoring.
- Provide research, evidence and monitoring support to the development and review of planning and regeneration policy.
- To advise and liaise with other Council officers on planning and regeneration strategy, to help inform the consideration of planning applications and the preparation of related Council strategies or proposals.
- To Negotiate and liaise with developers, Councillors, other Council Officers, other authorities, development agencies and statutory undertakers, members of the public and others in dealing with planning policy matters.
- Develop and maintain relationships with key stakeholders internal and external, Local Authorities, Contractors, Consultants and developers.
- Prepare documents and relevant content for future legal planning applications.
- Chair and participate in working groups, task groups, and to be fully involved in team and service planning.
- To deputise for the Team Leader Planning Policy and other senior managers as required.
- To oversee and supervise the work programmes of officers in the team.

1. Corporate duties and accountabilities:

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the postholder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided are aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.



JOB TITLE Principal Regeneration Officer - Planning Policy		GRADE G10
	Indicate when Assessment is possible: at shortlist=S interview=I both=S/I test = T	WEIGHT CODE shows relative importance Low=1 Medium=2 High=3
Behaviours:		
Professionalism - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	S/I	3
Leadership - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	S/I	3
Accountability - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	S/I	3
Transparency - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	S/I	3
Ethical - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	S/I	3
Abilities/Skills:		
Ability to communicate, negotiate and influence a wide range of stakeholders, managers and partners from other agencies to promote planning policy	S/I	3
Ability to form and maintain relationships and professional working	S/I	3
Excellent presentation and written communication skills	S/I	3
Excellent report writing skills and experience of preparing strategies and action plans, and presenting these at both formal and informal meetings	S/I	3
Ability to work well as part of a team or on own initiative and to be adaptable, creative, and open minded in thinking through issues.	S/I	3
Ability to demonstrate excellent organisational skills	S/I	3
Good computer and general IT skills	S/I	3
A demonstrable commitment to continuous improvement	S/I	2
Track record of consistent high achievement	S/I	2
Knowledge/Experience:		
Extensive practical experience at a senior level of strategic planning, regeneration, and wider planning related activity.	S/I	3

Demonstrates a detailed working knowledge and experience of strategic planning, regeneration and the wider planning process including specialist planning expertise in specialist areas.		S/I	3
Experience of working in a planning policy/regeneration environment such as local authority, regional development agency or private sector		S/I	3
Knowledge of key roles and responsibilities of partner agencies involved in planning policy and regeneration matters		S/I	3
Experience of engaging with service users, partners and wider stakeholders and able to demonstrate an ability of dealing with their particular needs		S/I	3
Knowledge of public procurement regulations		I	2
Detailed working knowledge of project management techniques		S/I	3
Experience of producing technical reports		S/I	2
Qualification:			
Degree level qualification in Town Planning/ Geography/ Regeneration or a related discipline		S	3
Post-graduate level qualification in a planning or a similar/related subject matter, and be eligible for full membership of the Royal Town Planning Institute.		S/ I	3
Other Essential Requirements			
An awareness of, and commitment to, equality of opportunity		I	3
Awareness of, and commitment to, confidentiality and handling data		I	3
Note: The ability to communicate verbally with customers and provide advice and/or information in accurate spoken English is essential for the post			
Prepared by:	Alison Ives	Date:	11/05/22