

**RICHMONDSHIRE DISTRICT COUNCIL
PLANNING**

JOB DESCRIPTION

Job Title	Policy Officer	Post Number	COMM DEV 02, 03
------------------	-----------------------	--------------------	------------------------

MAIN PURPOSE OF JOB:

The Planning Team is responsible for planning policy, and housing delivery and improvement. 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:

Assistant Policy Officer

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, private sector home improvements 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 Planning Team.

RANGE OF DUTIES AND RESPONSIBILITIES:

1. To assist and support the development and implementation of policies which assist the Council in achieving its planning 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 planning team.
6. To prepare development briefs, supplementary planning documents and other policy documents and guidance.

7. To prepare planning policy advice in the planning process.
8. To monitor and evaluate the plans, policies and proposals of other bodies, advising on their contents, and making recommendations as to the Council's response.
9. To prepare reports for the Council's 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 2016
COMPILED DATE: April 2013	ASSESSED BY:
POST GRADE: 10	

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