

ROLE PROFILE

Job family	Regulation & Technical	Role profile number	RT12-0366	Grade L
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Job purpose: Monitoring and enforcement of prescribed regulatory areas, which will include but not limited to, recommendations regarding infringement, resolution advice, event based activities. Provision of services of a technical, vocational or specialist operational nature to internal and external customers. To provide legal / regulatory /statutory monitoring and enforcement support within a specific work area.

Grade L posts are higher in 'Decisions' with the requirement to set working standards/practices and to lead on initiatives to design and deliver service transformation. These posts are also higher in 'Knowledge & Skills' requiring a relevant post graduate professional qualification and significant relevant experience at a technical/professional level within a related specialist field.

Factor	Relevant Job Information
Supervision and/or Management of People	No full management of a team but will be required to monitor the quality and quantity of the work of others. Will provide advice, guidance and support to colleagues to ensure whole team achievements are met.
Indicative qualifications	Degree or equivalent experience/skills. ITQ 2 or equivalent skill and ability demonstrating significant experience in related IT systems. Professional qualification in area of specialism Licence / certificate / qualification required for the role.
Knowledge and Skills	Significant relevant professional experience post qualification in a similar work environment. Organisational expert in the area of specialism. Expert knowledge of relevant policy, systems, work practices, professional guidelines, legislation and a good understanding of emerging developments in the area of specialism. Excellent ICT skills including use of Microsoft applications and specialist systems. Ability to contribute to the development of service policies and practices Excellent knowledge of service / profession and interrelations with other services Good knowledge of wider sector / external influences. Experience of representing the work area in a professional / legal capacity Excellent communication and interpersonal skills, proven ability to engage and influence customers, partners and stakeholders, in complex situations. Advanced research, investigative and analysis skills demonstrating evidence of the ability to identify and diagnose complex problems/issues and develop innovative solutions Proven ability to conduct formal interviews and / or take legal statements Proven ability to deal with sensitive and contentious issues and diffuse confrontational situations Good customer service skills, with experience of resolving escalated / complex customer queries Excellent planning and organisational skills, to manage a range of complex activities and to achieve given targets and objectives. Proven ability to cope with conflicting and changing demands through good time management and the ability to work under pressure. Good literacy, numeracy and report writing skills Project management skills and experience with experience of implementing change Experience in the use of specialist equipment / systems / techniques relevant to the role.
Creativity and Innovation	Apply professional knowledge and experience to interpret and recommend policy, resolve complex issues, proactively anticipate problems and deliver solutions which enhance the quality and efficiency of services. Responsible for meeting performance standards within a policy framework and regulatory guidelines. Considerable scope to exercise initiative in taking action - within the boundary of well-defined policies. Contribute to long term strategies. Act as an expert witness for the council at inquiries / court etc Produce, often complex technical plans, designs and / or specifications within area of specialism Take appropriate action to ensure / enforce compliance with regulations

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	<p>Undertake the full range of registration duties, conducting legal and civil proceedings as required.</p> <p>Issue licences / registrations / prohibition notices or other authorisations</p> <p>Agree objectives and standards to meet, within Business plan. Monitor and evaluate activities / performance</p> <p>Where appropriate, support partners to implement authorised enforcement decisions and improvement notices</p> <p>Determine how issues should be approached within area of responsibility by undertaking research and consultations where problems are not always clear and easy to resolve.</p> <p>Design and develop solutions through use of practical experience, theoretical knowledge and original thinking, within policy. Recommend and develop new procedures / improvements within work area.</p> <p>Provide independent advice in areas of knowledge and draft specialist advice for approval by senior colleagues</p> <p>Plan and carry out a range of tests / inspections / surveys / assessments / evaluations / audits.</p> <p>Plan and organise work programmes to ensure that timescales and targets are achieved.</p>
Contacts and Relationships	<p>Provide advice and guidance on complex issues which could be contentious and challenging in nature.</p> <p>Ability to build relationships and engage successfully with colleagues /partners /customers / contractors and suppliers.</p> <p>Negotiation showing tact and diplomacy to deal with conflicting requirements or opinions and the ability to make decisions on the most appropriate action to reach an acceptable conclusion.</p> <p>Regular contacts will include: Senior managers, leadership team, councillors, external bodies and partners.</p> <p>Liaise with other organisations / stakeholders to share information.</p> <p>Support others in their development including external organisations / customers where appropriate</p> <p>Communicate with others in the same field to keep up to date with developments and best practice. Communicate changes in policy and working practice to contacts.</p> <p>May have to appear in court / inquiries to present evidence. Solicitors / court officials when presenting evidence</p> <p>Build and maintain effective working relationships at all levels.</p> <p>Deal with people at all levels confidently, sensitively and diplomatically.</p>
Decisions – Discretion & Consequences	<p>Decisions lead to the setting of working standards and important procedures for the service area which have an impact across the organisation.</p> <p>Use initiative to manage responses to complex business / technical issues within the service.</p> <p>Make business decisions based on up to date specialist knowledge and analysis.</p> <p>Contribute to developing council strategy within the service area.</p> <p>The consequences of the decisions will have a significant effect across the organisation.</p> <p>Plan, organise and deliver own work to support the delivery of the regulatory / statutory/ technical / legal service and ensure completion of tasks within required standards and timescales.</p> <p>Investigate compliance / legal issues within area of responsibility including serious / complex incidents / allegations. Determine the data and tools / techniques required.</p> <p>Ensure all records and information are maintained correctly.</p> <p>Research and evaluate current issues, developments, good practice and legislation changes in specialist field.</p> <p>Work with partner organisations as required</p> <p>Support others in their development including external organisations / customers where appropriate</p> <p>Prepare and present reports /plans / recommendations / responses / results / other information / documentation as required</p> <p>Interpret the latest legislation, regulations, guidance and codes of practice.</p> <p>Ensure compliance with safe practice and the legal use/operation of specialist equipment and / or facilities / premises.</p> <p>Represent specialist area internally and / or externally to put Council view and respond to enquiries. Liaise with other organisations / stakeholders to share information.</p> <p>Contribute to the development and implementation of policies and procedures</p> <p>Lead specialist projects or improvement programmes, or contribute to the delivery of larger projects</p> <p>Co-ordinate the preparation of tenders and contracts.</p> <p>Co-ordinate the award and monitoring of grants by the council.</p>

Factor	Relevant Job Information
	<p>Co-ordinate the preparation and submission of bids for short and long term funding</p> <p>Following approval procedure, arrange with contractors / suppliers for work to be carried out.</p> <p>Assist with the preparation and submission of bids for short and long term funding</p> <p>Ensure all financial transactions are processed and reconciled correctly</p> <p>Plan and undertake external visits to support service delivery.</p>
Resources	Little or no responsibility for physical or financial resources
Work Demands	Work subject to interruptions and at times may be competing demands of work priorities
Work Environment	<p>Work may require some physical effort.</p> <p>Office based, but may involve some travelling to other council buildings.</p>
Our Identity	<p>Our Identity sets out who we are and provides a shared understanding of how we are all expected to lead, work and act with each other, our partners and our residents to deliver our services and build stronger communities. They enable us to continually evolve and adapt to meet the changing needs of our residents and ensure that we continue to deliver great services and make a difference to the people of Wiltshire.</p> <p>All of us are expected to demonstrate the elements of Our Identity in how we work to shape and create the organisation we want to be part of. It should influence our decisions, activities, projects and ways of working</p>
Health & Safety	All employees are required to carry out all duties and responsibilities with reasonable care for the health and safety of self and others and report any potential hazards or unsafe practices to their line manager
Equalities	Wiltshire council is committed to ensuring employees do not discriminate against colleagues, suppliers or third parties at work or harass or victimise others. Incidents of discrimination at work are taken seriously and employees are encouraged to report incidents via their manager or anonymously via the whistleblowing policy .
Authority to work in the UK	All employees must have the legal authority to work in the UK. Non-EU nationals must have the relevant approval to work in the UK from the UK Border Agency. Copies of all documents provided as proof of identity are retained for our records, by providing these proofs the council will treat this as consent.

The above profile is intended to describe the general nature and level of work performed by employees in this role and does not detail a list of all duties and responsibilities. The Council reserves the right to amend this role profile as necessary.

ROLE DESCRIPTION

Role description:	Senior Planning Officer (Policy)	
Role profile family:	Regulation & Technical	
Role profile number and grade:	RT12-0366	Grade L
Number of posts:	Approx. 11	
Service/Team:	Strategic Planning	
Reports to:	Either: Planning Manager (strategic) Principal Officer (Neighbourhood Planning)	

Job Family overview

Regulation & Technical job family overview:

Monitoring and enforcement of prescribed regulatory areas. Provision of services of a technical, vocational or specialist operational nature to internal and external customers

- Assessment of physical or administrative situations
- Judgement or recommendation regarding infringement
- Advice on resolution to participant
- Delivery of authoritative technical services to meet specific event based request
- Vocational and / or theoretical knowledge and skills in specific discipline

Service / function Context

The Planning Service is responsible for the delivery of future growth of Wiltshire, ensuring that decisions are taken that deliver high quality place-shaping, following policy guidance and best practice in urban design. It's both a statutory and regulatory service responsible for delivering housing and employment as set out in the adopted Local Plan.

The Strategic Planning Service is responsible for setting the policy context to support the determination of planning applications and ensuring that the authority has a Local Plan that provides the place shaping requirements for Wiltshire in terms of infrastructure, homes and communities now and in the future.

To develop, deliver monitor, and review comprehensive Strategic and Local plans, policies, and programmes; ensuring that the council fulfils its statutory functions at the national sub regional and local levels and provide the policy lead for the authority in addition support the wider planning policy objectives and activities.

Job Purpose

As a Senior Planning Officer, you will have responsibility for delivering projects in relation to the preparation, development, monitoring and review of an up-to-date statutory planning policy framework for Wiltshire and its effective implementation, in accordance with legislation, national policy and guidance, for example:

- Specialist policy themes for strategic policies in the Local Plan e.g., economic, housing, renewable energy and sustainable construction.
- Minerals and waste strategic policies.
- Development of supplementary plans and guidance, to support implementation of policy.
- Neighbourhood planning.
- Environmental reports, including Sustainability Appraisal.
- Infrastructure planning - Infrastructure Delivery Plan to support sustainable growth, and policy framework for Community Infrastructure Levy.
- Strategic policy monitoring framework and government data returns.
- Community and stakeholder engagement strategies.

The role requires a high level of creativity and innovation as well as project management skills, and networking skills to facilitate community engagement and stakeholder collaboration and bring forward appropriate development.

In addition, Senior Planning Officers will contribute towards the wider work of the service, in developing Wiltshire's role and supporting the service in meeting its statutory 'duty to cooperate' with other Local Planning Authorities and prescribed bodies.

There will be a requirement to undertake mentoring of less experienced officers within the team.

Specific duties

- To work on the preparation, appraisal, delivery, monitoring and review of development plan policy, associated plans and guidance for Wiltshire.
- To develop and lead project teams on the analysis, interpretation and effective management of representations received on planning policy and guidance documents through consultation / engagement processes often seeking pragmatic and practical solutions to issues raised and securing a satisfactory outcome for both the council and the consultee.
- To provide planning policy advice and guidance, often on political/contentious matters, to elected members and council officers in other services. The post holder will be a key service contact and liaison point for members and officers with queries on project boards on the statutory stages of planning policy development.
- To prepare, appraise and present strong evidence to defend the council's position

through the examination of planning policy documents (including Minerals and Waste plans; and the Community Infrastructure Levy – Charging Schedule).

- To prepare and present formal written responses to requests for information and advice on specialist planning policy matters in a timely and effective manner and be an expert policy witness at appeal and examination presenting evidence on behalf of the council. This will include providing responses to:
 - consultations on planning applications.
 - plans and strategies produced by internal service areas and neighbouring authorities; and
 - formal requests for information from neighbouring authorities under the 'duty to cooperate' provisions.
- To lead on the preparation of complex planning policy to support policy development; and work on the identification, development and implementation of creative solutions to meet the council's place shaping aspirations.
- Where directed, undertake the supervision of project staff, external consultants, contractors, volunteers and project budgets (where appropriate) to ensure the service delivers high quality outcomes in relation to such matters as: local plan policy development, implementation and review including development of evidence; master-planning, neighbourhood planning, urban design frameworks / briefs and feasibility / viability assessments.
- To represent the interests of the service and council at meetings, consultation and related events; and to engage with national, regional and local organisations on planning and infrastructure matters.
- To plan, organise and undertake site inspections / surveys of development sites (proposed and built); and to record information gathered for use in monitoring systems and policy preparation. In addition, to assist project teams with the appraisal of land, development proposals and plans.
- To work with and across council services to maintain and develop robust and effective monitoring systems and reporting, designed to specifically support the delivery and on-going maintenance of planning policies and to support neighbourhood planning.
- To support effective delivery of the council's statutory duties in relation to neighbourhood planning, as required.
- There will be a requirement to undertake mentoring of planning officers providing help and advice on policy development to aid development and learning.
- Lead by example in delivering exceptional customer service. Fostering positive relationships with a range of stakeholders is integral to the success of delivering quality planning projects.

- To embrace the council’s vision and values of “Our Identity”, role modelling behaviours and supporting a culture of continuous improvement.
- Take responsibility for maintaining up to date knowledge of changes in legislation/ up to date position on policy /strategy through active engagement in CPD opportunities.

Person Specification

Essential

Qualifications and experience

- Degree in a subject related to planning (e.g., planning, architecture or heritage) **OR** a non-graduate with sufficient planning or planning related experience.
- A higher qualification accredited by the Royal Town Planning Institute (e.g. a Diploma in Town Planning, a Master’s Degree in Town Planning).
- ITQ 2 or equivalent skill – including significant experience of utilising Microsoft products and the use of databases and Geographical Information Systems
- Significant post-qualification experience working as a planning officer within the public or private sector, including experience of representing an organisation at planning Inquiry, and the preparation and interpretation of appeal statements.

Knowledge and skills

- Expert Knowledge of planning practice, procedures legislation, advice and policies or historic building and conservation practice, advice and policies.
- Advanced knowledge of the planning system and plan making processes, including specialist planning themes (e.g., neighbourhood planning, retail, regeneration, renewable energy, minerals and waste matters).
- Good understanding of all aspects of town and country planning, including policy, minerals and waste, development management and planning enforcement
- Demonstrable understanding of development management processes.
- Knowledge and understanding of the inter-relationships between planning policy and other related service areas across the authority.
- Experience of developing and presenting evidence.
- Ability to work confidently and professionally in a political environment and to respond appropriately to politically sensitive / confidential matters with minimal guidance.
- Experience of research and report writing.
- Experience of project management processes.
- Strong communication skills, both written and oral (including tact, diplomacy and

negotiation.

- Strong team player, able to relate to people at all levels.
- Ability to work using own initiative and undertake tasks with minimal supervision.
- Strong time management and organisational skills.
- High level of numeracy, accuracy and analytical skills.

Desirable

- Demonstrable understanding/ experience of the examination process.

Career graded posts (where applicable)

- Senior Planning Officer (RT12-0366)
- Planning Officer-Level 2 (Policy) (RT10-0369)
- Planning Officer - Level 1 (Policy) (RT08-2610)
- Assistant Planning Officer (RT06-0886)

Supporting information

Driving classification	
<p>Occasional driver A valid UK driving licence is not required. Occasionally may need to travel to different locations in order to undertake the duties of the role.</p>	<input type="checkbox"/>
<p>Regular Driver Must hold a valid UK driving licence and have access to either their own car or a pool car in order to undertake the duties of the role, unless other forms of transport are available and viable to perform the role, including public transport, or unless a reasonable adjustment has been agreed.</p>	<input checked="" type="checkbox"/>
<p>Required Driver Must hold a valid UK driving licence and will drive a vehicle supplied by the Council in order to undertake the duties of the role.</p>	<input type="checkbox"/>
<p>Employees should refer to the Corporate Driving at Work policy for further information.</p>	

Driving trigger points			
<p>The trigger points set out below, regarding driving licence points and at-fault accidents, apply to all staff who drive on council business.</p>			
Trigger Points	Corrective Driver Training Course or further action	Additional corrective training if appropriate or further action	
Points on driving licence	6	9	
Trigger Points	Discussion and advice on expected driving standards	Corrective Driver Training Course or further action	Additional corrective training if appropriate or further action
At fault accidents within a two-year period (whether work or personal)	1	2	3
<p>Job applicants who drive must have 9 or less points on their driving licence, and must have less than 4 at fault accidents within a two-year period. If they meet the trigger points, they will be subject to the actions outlined in the table above.</p>			
<p>If holding a valid licence, occasional drivers will need to declare penalty points and no-fault accidents as requested. Depending on the role, decisions as to whether this might either affect appointment or require corrective driver training, will be made case by case.</p>			

Political restriction	
<p>This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election as a member of parliament, as a member of the Scottish or Welsh Parliaments. The job holder is furthermore not permitted to canvass on behalf of a political party or a person who is already, or who seeks to be, a candidate. In addition, they may not speak to the public or publish any written or artistic work that could give the impression they are advocating support for a political party</p>	<input checked="" type="checkbox"/>
<p>This role is not politically restricted</p>	<input type="checkbox"/>

Professional fees and related occupational costs

As part of this role, or to support professional development, the job holder is required to be a member of a professional body or association. The job holder is responsible for payment of all professional fees, memberships, registrations or subscriptions and no reimbursement or contribution towards these will be provided by the council	<input type="checkbox"/>
This role does not have any professional or occupational membership requirements	<input checked="" type="checkbox"/>

Clearances – Disclosure & Barring Service (DBS)	
This role will be engaged in 'regulated activity' providing specific services relating to children or vulnerable adults and is subject to a Disclosure from the Disclosure and Barring Service.	<input type="checkbox"/>
This role is exempt from the Rehabilitation of Offenders Act 1974 and will require an Enhanced DBS check before appointment can be confirmed.	<input type="checkbox"/>
This role is exempt from the Rehabilitation of Offenders Act 1974 and will require a Standard DBS check	<input type="checkbox"/>
The role requires a Basic DBS check to check for convictions and cautions that are considered to be unspent under the terms of the Rehabilitation of Offenders Act 1974.	<input type="checkbox"/>
This role is not subject to a Disclosure from the Disclosure and Barring Service in order to undertake the duties of the role.	<input checked="" type="checkbox"/>

Clearances – Baseline Personnel Security Standard (BPSS)	
This role requires access to the UK government Public Services Network (PSN) and is subject to a BPSS check	<input type="checkbox"/>
This role is not subject to a BPSS check	<input checked="" type="checkbox"/>

Clearances – Non-Police Personnel Vetting (NPPV)	
This role requires working in partnership with the police, and/or having access to Police related systems and is subject to a NPPV check at level 2* . (<i>*regular access to police premises and police information, intelligence and financial or operational assets. Occasional access to those deemed 'secret'</i>).	<input type="checkbox"/>
This role requires working in partnership with the police, and/or having access to Police related systems and is subject to a NPPV check at level 3* (<i>*regular unsupervised access to police premises and/or access to police information and/or information systems and/or hard copy material either on police premises or by remote access up to "secret" level. A level 3 includes a check on you, your spouse/partner, co-residents, and all family members</i>).	<input type="checkbox"/>
This role is not subject to a NPPV check	<input checked="" type="checkbox"/>

Safeguarding

<p>For all roles within Children's Services. Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the council's agreed child protection/vulnerable adults protection procedures will be followed.</p>	<input type="checkbox"/>
<p>For all roles within Adult Social Services. Wiltshire Council is committed to safeguarding and promoting the welfare of vulnerable adults and all staff working for the council are expected to share a commitment to this. You will be expected to report any concerns relating to the possible abuse of a vulnerable adult in accordance with the agreed interagency safeguarding adults' procedures. If your own conduct in relation to the safeguarding of vulnerable adults gives cause for concern, the council's agreed interagency safeguarding adults' procedures will be followed, alongside implementation of the council's disciplinary procedure. The job holder is accountable for their safeguarding of vulnerable adult responsibilities to their line manager.</p>	<input type="checkbox"/>
<p>For all other roles within the council. Wiltshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are expected to share this commitment. You will be expected to report any concerns relating to the safeguarding of children, young people or vulnerable adults in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children, young people or vulnerable adults gives cause for concern, the council's agreed child protection/vulnerable adults protection procedures will be followed.</p>	<input checked="" type="checkbox"/>