

Job Description

Department:	Planning
Division/Section:	Planning Policy
Job Title:	Principal Strategic Planning Officer
Post No:	004623
Grade:	12
Reports to:	Planning Policy Manager
Organisation Chart: Show immediate manager and any jobs reporting to this post.	See Appendix 1 attached
DBS Check applicable?	Basic <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input type="checkbox"/> None <input checked="" type="checkbox"/>
	Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions? Yes <input type="checkbox"/> No <input type="checkbox"/>
Line Management responsibility for:	No. of direct reports: Nil No. of indirect reports: up to 3
Size of budget:	Nil
Job Purpose:	Acting as a principal officer, progress the local plan and other planning policy documents working with external stakeholders, other Council departments and the public. .

Main Duties and Responsibilities:

1. Progress the Local Plan and other planning policy documents working with external stakeholders, other Council departments and the public.
2. Prepare, monitor and review Local Development Documents for Peterborough to a standard and quality that are recognised for their excellence.
3. Provide high level planning input to sub-regional documents working with internal and external partners and stakeholders.
4. Contribute to and manage corporate and inter-departmental projects including private sector

<p>developments. This will include major urban extensions and commercial proposals. It will also include the management of external consultants and team work with stakeholders</p> <ol style="list-style-type: none"> 5. Adopt a problem-solving, creative and innovative approach to ensure that tasks and projects consistently achieve their objectives within budget and on time. 6. Prepare and present information and written and oral evidence as an expert witness on behalf of the Council at public local inquiries, examinations, hearings and written appeals as required. 7. Provide guidance and advice to the public and stakeholders on major development, planning policies and related research matters. 8. Deputise for the Planning Policy Manager and other senior staff as appropriate. 9. Co-ordinate the work of staff within the team including staff management as required by the Planning Policy Manager 10. Work on other policy and research projects as required by line management. 			
Generic Responsibilities:		<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health & Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>	
Flexibility Clause:		<p>Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.</p>	
Variation Clause:		<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>	
DATE:	23 February 2023	COMPLETED BY:	Gemma Wildman

Appendix 1 - Structure (as at February 2023)

