

## Job Description

**Department:** Place and Economy

**Division/Section:** Planning

**Job Title:** Senior Strategic Planning Officer

**Post No:** 011339

**Grade:** 11

**Reports to:** Planning Policy Manager

**Organisation Chart:** See Appendix 1 attached

Show immediate manager and any jobs reporting to this post.

**DBS Check applicable?**

Basic ☐ Standard ☐ Enhanced ☐ None ☒

**Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?**

Yes ☐ No ☐

**Line Management responsibility for:**

**No. of direct reports:** Nil

**No. of indirect reports:** Nil

**Size of budget:**

Nil

**Job Purpose:**

To work with others in a senior capacity to deliver the Service's planning policy, development plan and related functions.

### Main Duties and Responsibilities:

1. Prepare, monitor and review the Local Plan for Peterborough to a standard, speed and quality that are recognised for their excellence. This may include minerals and waste policy work jointly with Cambridgeshire County Council where necessary.
2. Work on other strategic planning projects and monitoring tasks as required, such as the preparation of Supplementary Planning Documents and the Statement of Community Involvement, and assisting parish councils and neighbourhood forums in their preparation of neighbourhood plans and/or orders.

3. Contribute to wider strategic housing and environmental policy and strategy formulation and corporate regeneration projects.
4. Contribute to corporate and inter-departmental projects
5. Adopt a problem-solving approach to ensure that tasks and projects consistently achieve their objectives.
6. Deputise for the the Planning Policy Manager as required.
7. Prepare and present written and oral evidence as an expert witness on behalf of the Council at public examinations, hearings, committees and written appeals as required.
8. Provide guidance and advice to customers and elected members on planning policies and related research matters.
9. Work on other policy and research projects as required by line management.
10. Depending on demand within the department, potentially undertake work at a commensurate level within Development Management from time to time.

<b>Generic Responsibilities:</b>	<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 &amp; 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>
<b>Flexibility Clause:</b>	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.
<b>Variation Clause:</b>	<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:** July 2024      **COMPLETED BY:** Gemma Wildman