 OADBY AND WIGSTON BOROUGH COUNCIL

**Career Grade Progression – Planning policy officer**

| **Relevant Experience** | **Qualifications** | **Competencies and Responsibilities** | **Applicable Salary** |
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| Less than 1 year | Degree in town planning or a related subject (with eligibility for subsequent progression to a PG Dip/Masters degree in town planning) or a PG Dip/Masters degree in town planning | * Assist in the preparation of the Borough’s Local Plan and associated background studies * Write reports for and attend meetings of the Place Shaping Member Working Group * Make use of GIS, the internet and other IT systems * Advise and interpret planning policy for the benefit of members of the public and professionals in person, by telephone and in writing * Undertake site visits and carry out surveys * Assist in the monitoring of planning policy, housing and employment land in the Borough * Assist in the appraisal of planning policies and assist in the preparation of responses to consultations on the emerging policies, including in relation to planning applications * Assist in the publicity of and consultation on the Borough Council’s proposals * Assist in the preparation of evidence to support Local Plan Public Examinations | Band 6 |
| At least 3 years | Successful attainment of full membership of the Royal Town Planning Institute (MRTPI) | In addition to the above:   * Work closely with the Development Control team to ensure the compliance and implementation of planning policy in relation to planning applications and preliminary enquiries. * Work closely, particularly as to coordinating other service areas and partners, to achieve the spatial priorities of the Local Plan * Represent the Planning Policy Team, Planning Section or the Borough Council on internal and external working parties as required * Attend and present to public meetings when required | Band 7 |
| At least 5 years | No additional requirement | In addition to the above:   * Deputise as necessary for the Principal Planning Policy Officer * Manage the monitoring of planning policy, housing and employment land and the production of the Annual Monitoring Reports * Manage the Team’s input into the Development Control process, including commenting on planning applications and preliminary enquiries * To manage the appraisal of planning policy and policies of other planning authorities and prepare responses to consultations on emerging policies. | Band 8 |