**OADBY AND WIGSTON BOROUGH COUNCIL**

**JOB DESCRIPTION**

**POST TITLE: Planning Policy and Monitoring Officer**

**POST NO:**

**GRADE: Band 6**

**DEPARTMENT: Planning Policy**

**SERVICE AREA: The Built Environment**

**RESPONSIBLE TO: Principal Planning Policy Officer**

**JOB CONTEXT:**

1. To work as an integral member of the Planning Policy Team to provide technical assistance towards the preparation, adoption, implementation and monitoring of planning policy and associated documents.
2. Pursue continuous improvement and respond positively to challenges and change.
3. Help to achieve corporate aims and objectives as part of a team.
4. Promote and maintain a culture which places customers first and aims to deliver a high standard of service.

**MAIN DUTIES AND RESPONSIBILITIES:**

1. Contribute to timely preparation, examination and adoption of the Borough’s Local Plan, Local Development Scheme, Supplementary Planning Documents, Statement of Community Involvement, Sustainability Appraisal and other associated evidence studies.
2. Write reports for and attend and present at Council meetings and attend and present to meetings of the Place Shaping Member Working Group as required.
3. Make use of GIS, the internet and other IT systems to support the Local Plan and monitoring processes.
4. Advise and interpret planning policy for the benefit of members of the public and professionals in person, by telephone and in writing.
5. Represent the Council on internal and external working parties as required.
6. Undertake site visits and carry out surveys.
7. Monitor planning policy, housing and employment land in the Borough and the produce the Annual Monitoring Reports.
8. Monitoring S106 Agreements.
9. Contribute to the appraisal of planning policy and policies of other planning authorities and prepare responses to consultations on the emerging policies.
10. Contribute to the preparation and publicity of the Borough Council’s proposals and attend and present to public meetings as required.
11. Contribute to the preparation of evidence to support the Local Plan Examinations.
12. Work closely with the Planning Control team through the implementation of planning policy in relation to planning applications and preliminary enquiries.
13. Work closely, particularly as to co-ordinating other service areas and partners, to achieve the spatial priorities of the Local Plan.

**KEY FUNCTIONAL LINKS WITH:**

**Internal:** Allemployees of the Council, Elected Members.

**External:** Members of the Public, Department of Communities and Local Government, Leicestershire County Council, Consultation Bodies, Other Local Authorities, Planning Consultants, suppliers.

**WORKING CONDITIONS & ENVIRONMENT**

1. The post is situated within the Main Council Offices (currently at Station Road, Wigston although the Council will be moving to Brocks Hill in Oadby during 2023). However, you may be required to work from other sites and places within the Borough where your professional attendance is required.
2. The Authority operates an agile working policy which gives staff flexibility over locations and when hours are worked, as agreed with their Line Manager.
3. The post is designated a casual car user.
4. The Council will pay subscription fee to one professional organisation annually.
5. The post holder will be required to attend Committee meetings, which are usually held in the evenings.

**ADDITIONAL REQUIREMENTS**

1. This job description outlines the main duties of the post but does not exclude other duties, which may be undertaken to ensure the efficient operation of the department. Other duties required will be consistent with those listed above and appropriate to the title and grade of the post.
2. Ensure equality of opportunity for all people, in service provision and in employment, and to work in a non discriminatory manner in accordance with the Council’s Equality Agenda, pursuant to the Equality Act 2010.

1. Comply with the provisions of the Data Protection Act 2018, the Computer Misuse Act 1990, Human Rights Act and the Freedom of Information Act 2000, or any amendment or any statutory re-enactment thereof at all times.
2. To take all necessary steps in order to ensure that information acquired through their employment or contained within the Council is kept confidential.
3. This job description is a record as at the date below. Any changes to the job description will be carried out in consultation with the post holder, who will be expected to participate fully in such discussions. It is the Council’s aim to reach a mutual agreement to reasonable changes but if this is not possible the Council reserves the right to implement reasonable changes to the job description after consultation with the post holder.
4. Carry out all duties outlined above in accordance with all Council Policies and procedures.
5. To carry out any additional duties (as and when required) outside of the post holders duties to assist the Council in the operation and promotion of its business.

 **Date issued:** January 23

 **I have read and accepted the above:**

 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_