

## Folkestone & Hythe District Council Job Description

JOB DETAILS	
<b>Job Title</b>	Planning Policy Specialist
<b>Service Area / Team</b>	Strategy / Planning Policy
<b>Reports to</b>	Strategy & Policy Senior Specialist
<b>Post Number</b>	TBC
<b>Grade &amp; Annual Salary</b>	£32,405 - £37,037 (Grade F) £38,087 - £43,753 (Grade G) Dependent on qualifications and experience
<b>Politically Restricted Post</b>	No
<b>DBS Requirement</b>	N/A

JOB PURPOSE
<ul style="list-style-type: none"> <li>To take an active role in the preparation of the council's Development Plan documents and any other planning policy related projects.</li> </ul>

MAIN DUTIES AND RESPONSIBILITIES	Frequency (daily/weekly/ monthly/annually etc)
<ul style="list-style-type: none"> <li>To assist with the development of a spatial planning strategy for the district; providing professional planning policy expertise, and to take an active role in the district council's development plan documents together with the preparation of any supporting supplementary planning documents.</li> </ul>	Daily
<ul style="list-style-type: none"> <li>To assist with drafting and advising on planning policies and specific development management topics/policies under the direction of the Senior Specialist.</li> </ul>	Daily
<ul style="list-style-type: none"> <li>To carry out research and public consultations (including public exhibitions); and to prepare associated analysis and reports.</li> </ul>	Ongoing
<ul style="list-style-type: none"> <li>To assist with the council's planning policy monitoring function including preparation of the Authority Monitoring Report, (including Housing Information Audit, Commercial Information Audit), Self-Build Register and Brownfield Register.</li> </ul>	Ongoing
<ul style="list-style-type: none"> <li>To assist with the implementation and the delivery of the adopted Core Strategy Review and Places and Policies Local Plan.</li> </ul>	Ongoing
<ul style="list-style-type: none"> <li>To support Development Management by providing planning policy advice on pre-application and planning enquiries.</li> </ul>	Ongoing

<ul style="list-style-type: none"> <li>To participate in the timely and meaningful engagement and liaison with local planning authorities, councils and other public agencies, service providers and further parties in relation to the planning of development, infrastructure and the 'duty to cooperate'.</li> </ul>	Ongoing/As required
<ul style="list-style-type: none"> <li>To assist and provide advice to parish / town councils in the preparation of neighbourhood plans.</li> </ul>	As required
<ul style="list-style-type: none"> <li>To maintain up-to-date knowledge of: <ul style="list-style-type: none"> <li>(a) national planning policy, regulations and key legal principles</li> <li>(b) developments in the district and statistical information concerning Folkestone &amp; Hythe.</li> </ul> </li> </ul>	Ongoing
<ul style="list-style-type: none"> <li>To respond to general enquiries on planning policy and strategic development matters in the district.</li> </ul>	As required

### **CORPORATE RESPONSIBILITIES**

- Adhere to the council's safeguarding policies and procedures and undertake relevant training in order to help protect children and vulnerable adults within the district.
- To comply with legislation, council policies and procedures including the Data Protection Act, Freedom of Information Act, Information Security Policy, the Code of Conduct for Officers and to participate in any Emergency Planning activities as required.
- To actively demonstrate the values and behaviours of the council.
- To ensure our customers are valued by taking into account their views and needs in all that we do.
- To contribute to the development and achievement of relevant corporate and service objectives by suggesting ideas for service improvements.
- To communicate openly and honestly with colleagues, members and customers.
- To undergo any training necessary to be able to fulfil the requirements of the job.
- To carry out other duties commensurate with the grade, skills, experience and qualifications of the post holder as directed and as may be required from time to time.

## Folkestone & Hythe District Council Person Specification

### Post Title: Planning Policy Specialist

<b>Important Information for Applicants:</b>				
The criteria listed in this person specification are the requirements for the post. Where the method of assessment is stated to be the application form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. <b>If you do not address these criteria fully, you may not be shortlisted. Please give specific examples wherever possible.</b>				
Factors	Criteria	Means of Assessment		
		Application	Interview	Test
Qualifications	<b>Essential</b> <ul style="list-style-type: none"> <li>▪ Good basic education to GCSE A-C standard or equivalent (including Maths &amp; English) or experience that demonstrates proficiency</li> <li>▪ Degree or equivalent relevant experience in planning</li> </ul>	✓		
	<b>Desirable</b> <ul style="list-style-type: none"> <li>▪ Student or licentiate membership of RTPI</li> <li>▪ Willingness to work towards planning qualification (post-graduate)</li> </ul>	✓	✓	
Experience and Knowledge	<b>Essential</b> <ul style="list-style-type: none"> <li>• Demonstrable experience in and/or knowledge of the role of Planning Policy or Development Management and the planning system.</li> <li>• An appreciation of the requirements of working in a policy-making/decision making or political environment</li> <li>• Experience of operating MS Office systems such as Microsoft Word, Excel and Outlook</li> <li>• Up to date knowledge of national planning policy, regulations and key legal principles</li> </ul>	✓	✓	
	<b>Desirable</b>			

	<ul style="list-style-type: none"> <li>• Recent and relevant experience, for example; having worked on the production of planning/policy documents/planning applications and having helped with public consultation workshops or events.</li> <li>• Previous experience of working within local government or private planning practice</li> <li>▪ Previous experience of GIS and map based applications.</li> </ul>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	
<b>Skills and Abilities</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• The written and oral communication skills required to effectively liaise with stakeholders, customers and colleagues at every level and through a range of mediums.</li> <li>• Strong interpersonal skills and the ability to convey and receive information accurately with tact and diplomacy.</li> <li>• Ability to write clear and concise, logical reports and statements.</li> <li>• Ability to work as part of a team and on own initiative.</li> <li>• Ability to organise and prioritise workload and competing demands effectively in order to meet deadlines and maintain high standards at all times.</li> <li>• Flexible, adaptable and receptive to new initiatives and change.</li> <li>• Excellent customer service skills and the ability to offer customers an effective, efficient and consistent service.</li> <li>• Ability to deal effectively with confrontational situations</li> <li>• The ability to travel around the district if and when required to fulfil the duties of the role</li> </ul>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	
	<p><b>Desirable</b></p>			