

Job Description

Job Title	Senior Policy Planner
Directorate	City Development
Service Area	Planning
Grade	7
Competency Level	2
Salary	£36,298 - £41,496
Job Type	Office Based
Location	Citywide
Disclosure and barring service (DBS)	Not Required
Job Evaluation Ref No	

Job Purpose

To contribute to the production, implementation, monitoring and review of the Liverpool Local Plan, and associated planning policy documents. Conserve the City's heritage whilst enabling appropriate development across the City to provide a modern, customer focussed and business friendly service.

Directly Responsible For:

Not applicable

Directly Responsible To:

Placemaking and Policy Manager

Main Areas of Responsibility:

- To use all resources (both time and financial) allocated to specific projects and areas of work effectively and efficiently in accordance with Service objectives and the Team's work programme.
- To assist in the preparation & review, implementation and monitoring of the Liverpool Local Plan.
- To undertake key survey and analysis work to inform the preparation of the SHLAA, and Authority Monitoring Report.
- To assist in ensuring that the Statement of Community Involvement is kept up to date.
- To assist in the preparation of an up-to-date evidence base to support the preparation of 'sound' planning policies including the identification, analysis and evaluation of a wide range of information in relation to the physical, social, economic, environmental and demographic development of the City.
- To assist in the preparation of Supplementary Planning Documents, Planning Policy Advice and Practice Notes, and Masterplans in relation to the Local Plan, and other non-statutory policy guidance as appropriate.
- To assist in ensuring that the key processes for development plan and SPD production are undertaken including statutory, regulatory and technical requirements; continuous community involvement in accordance with the Statement of Community Involvement; and key appraisals and assessments including Sustainability Appraisal, SEA, Habitats Regulations Appraisal, Equality Impact Assessment and other appraisals and assessments as appropriate.

- To assist in providing planning policy advice on planning applications to the Development Management Team, to allow applications to be determined in accordance with Government targets.
- To assist in providing planning policy input into appeals against planning decisions, including the preparation of the Council's case and the presenting of evidence at Public Inquiries and hearings, where appropriate.
- To assist in supporting and guiding local communities in the preparation of Neighbourhood Plans in accordance with the requirements of the Localism Act.
- Representing the Council in meetings, as appropriate.
- To operate in accordance with objectives, targets and timescales required undertaking duties in accordance with regard to qualifications and experience.
- Embed the Local Plan's vision and strategic priorities in planning decision making to help maximise development opportunities.
- To have an understanding of contract management.
- Assist in developing and helping to maintain information systems to support plan, strategy and policy development work.

Supervision and Management Responsibility:

- Ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development.

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact.

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities.

Physical Demands of the Job:

- The job would include using a computer and sitting at a desk for prolonged periods of time.

Corporate Responsibility:

- Contribute to the delivery of the Council Plan.
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement.
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills

required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level 2.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- A degree/diploma or equivalent experience in Town Planning. The resultant qualification must be RTPI recognised (A)

Experience

Essential

- Experience and/ or excellent knowledge of the plan-making system, including legislation, national policy and guidance and best practice (A/I)
- Experience in, or demonstrable knowledge and understanding of key planning policy areas including housing, employment/retail, sustainability/ climate change and open space (A/I)
- Experience or a good level of knowledge of the Neighbourhood Planning Process (A/I)

Desirable

- Experience of processing, or providing planning policy advice on planning applications, of all type and scale including major applications
- Experience of preparing planning policy in an urban environment

Skills/Abilities

Essential

- Ability to analyse and formulate robust and effective planning policies (A/I)
- Excellent verbal and written communication skills, including report writing skills (A/I)
- Excellent organisational skills and self-motivated with the ability to work with a minimum supervision (A/I)
- Ability to work as part of a team (A/I)
- Data analysis skills in relation to consultation and surveys (A/I)

Desirable

- Proven and confident negotiation skills
- Ability to identify problems, set objectives, work to deadlines and monitor results
- Excellent ICT skills including GIS

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- Commitment to provide a quality planning service

Other

Desirable

- A positive pro-active approach to the planning policy formulation in an urban authority
- Possess a full driving licence