

Job Description

Job Title	Principal Policy Planner
Directorate	City Development
Service Area	Planning
Grade	8
Competency Level	3
Salary	£43,421 - £48,474
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	Not Required
Job Evaluation Ref No	

Job Purpose

To assist the team leader to undertake the preparation, review, implementation and monitoring of the Liverpool Local Plan, Supplementary Planning Documents, and other planning policy documents and to assist in managing the team work programme to ensure a modern, customer focussed, business friendly planning 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 Planning Policy Team's work programme.
- Support the Placemaking and Policy Manager and Deputy Team Leader across a wide range of planning policy work and development, including developing and delivering the statutory planning policy framework for the City, including the preparation, review, monitoring and examination of the Local Plan and relevant supplementary planning documents.
- To contribute to ensuring that the key processes for Local 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.

- To ensure planning policies are based upon robust evidence through contributing to the preparation, and/or overseeing, of evidence studies, environmental appraisals and modelling and analysis work.
- To monitor Local Plan policies, including in respect of housing & employment land and supply and the preparation of the Authority Monitoring Report.
- Contribute to liaising with other local authorities, the City Region Authority, organisations and key stakeholders in respect of key cross boundary and strategic planning policy issues ensuring that the City Council complies with the duty to cooperate, and inputs into the preparation of the SDS.
- To prepare and present evidence at public inquiries and / or examinations on behalf of the Council in a timely manner.
- To manage project work, including the work of external consultants and public consultation exercises; and to supervise and be responsible for the day-to-day management of the work of staff on named projects as directed by the Placemaking and Policy Manager.
- To mentor and provide guidance and training to Planning Officers, Planning Assistants and Apprentices in the team and to deputise for the Placemaking and Policy Manager as appropriate.
- To contribute to the provision of training for all Councillors and Senior Managers in respect of planning policy as appropriate.
- Embed the Local Plan's vision and strategic priorities in planning decision making to help maximise development opportunities.

Supervision and Management Responsibility:

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

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.
- Monitor financial performance and deliver within budget.

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 3.

[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 in Town Planning. The qualification must be RTPI recognised (A/I)

Desirable

- Further training in management, urban design, Policy work, local planning would be an advantage

Experience

Essential

- Demonstrable experience of preparing, implementing and monitoring Local Plan policies in an urban context (A/I)
- Detailed working knowledge and experience of planning policy legislation and processes and procedures; and of applying national planning policy and guidance relevant to the formulation of local planning policy (A/I/P)
- Experience of preparing Supplementary Planning Documents, Policy Advice or Practice Notes (A/I)
- Experience of presenting evidence at a Local Plan Examination or Public Inquiry (A/I)

- Experience of using GIS and database skills in respect of Local Plan preparation (A/I)

Desirable

- Demonstrable experience of ensuring the delivery of quality places and sustainable and resilient development and places

Skills/Abilities

Essential

- Demonstrable ability to motivate, mentor, and guide staff (A/I)
- Proven Ability to work well as part of a team (A/I)
- Excellent presentation, communication and report writing skills (A/I/P)
- Ability to manage your own work programme with minimal supervision, identify problems, set objectives, initiate action, work to a deadline and monitor results (A/I)

Desirable

- Demonstrable project management skills
- Proven and confident negotiator

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

- Self motivated with the ability to work with the minimum of supervision and be well organised
- A positive approach to the role of development control in an urban authority
- Possess a full driving licence