

Planning Policy Officer

Salary: Band 7 £31,067 - £35,235 plus a market supplement of £3,113 p.a.

Hours: 37 hours per week

Contract: Permanent

The Service

Planning and Economic Growth is dedicated to leading the sustainable development of our City, enabling it to deliver sustainable growth and regeneration and meet present and future needs whilst improving its environment and everyone's quality of life.

As a service we take pride in our work by valuing others, focusing on what's important so that we make a real and positive difference. Our values are outlined in our Ways of Working and our Guiding Principles and if they reflect how you are and how you work then this could be the role that meets your expectations.

What is the role?

As a Planning Policy Officer you will:

- Support the preparation, monitoring and review of the Local Plan and other development plan documents
- Undertake research and analysis to support the preparation of the Local Plan and other development plan documents
- Undertake monitoring of development in the City and prepare related statistics for input into the Authority Monitoring Report and other documents
- Analyse and respond to planning legislation/ guidance and policy consultations.
- Assist with public consultation on planning policy documents.
- Liaise with other officers in the department, other Council services and Council Members on all aspects of planning policy.
- Represent the Council at planning meetings (including sub regional planning groups), conferences and seminars.
- Assist with the drafting of evidence and written representations to support public inquiries and examinations in public.
- Comment on local plans from neighbouring local planning authorities.
- Demonstrate a willingness to be flexible in your responsibilities within the planning department, assisting others with other work areas as required including Development Management.
- Provide guidance and support to the technical officers and other planning officers.

Who is the person?

- Educated to degree level in Town and Country Planning or equivalent qualification.
- Experience of working in planning policy (desirable).
- Experience in community consultation/participation (desirable).
- Knowledge of current planning legislation and procedures.
- Experience of research and analysis with the ability to accurately and clearly summarise outcomes.
- Good communication and interpersonal skills in order to develop partnerships with other organisations.
- Ability to manage own work programme.
- A team player with organisational and planning skills to meet the requirements of the post.
- Proficient IT skills including Microsoft Office applications.
- Willing to maintain up to date professional knowledge together with training and development needs of the role.

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.