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| **Job Description** |
| **Post title** | Policy Officer |
| **JE Reference No** | Grade 7 – N9811, Grade 8 – N9808, Grade 9 – N9807 |
| **Grade** | 7 – 9  |
| **Service** | Regeneration, Economy & Growth |
| **Service Area** | Development & Housing – Spatial Policy |
| **Reporting to** | Principal Planning Policy Officer |
| **Location** | Your normal place of work will be County Hall, Durham but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post **is not** subject to a disclosure. |
| **Flexitime** | This post **is** eligible for flexitime. |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |
| **Salary & Bars** |

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| To progress to SCP 29 (Grade 8) | Qualified with MSc/PgDip/PgCert Urban and Regional Planning or equivalent relevant qualification |
| To progress to SCP 32 (Grade 9) | Demonstration of skills, knowledge, capability to an appropriate level |

Progression is based on an objective measurement of evaluation criteria as each level is reached through a ‘progression interview’ undertaken by a progression panel which consists of the Spatial Policy Manager and the two team leaders. Each member of staff will be expected to be undertaking the actual work and demonstrating competency commensurate with their career grade level rather than just having the training or skills to allow them to potentially undertake such work. The panel will consider each officer’s suitable to progress based on a number of measures including the following:* Behaves as a professional and is committed to their own development;
* Applies relevant knowledge in practice;
* Demonstrates the ability to reflect on best practice;
* Builds reflective relationship with internal and external partners; and
* Participates in team meetings and other mean of personal development.
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| **Description of role** |

* Responsible for supporting the delivery of statutory and non-statutory policy documents and the effective understanding and delivery of plan objectives.

# Responsible for preparing professional advice and guidance on statutory policy and procedure.

# Responsible for developing primary research to develop, maintain and monitor the evidence base.

* Collect, collate, interpret, present and manage of qualitative and quantitative data in order to ensure that the policies, plans, processes and community engagement results are based/reported on objective analysis and presented in a user-friendly manner.

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| **Duties and responsibilities** |

Listed below are the responsibilities this role will be primarily responsible for:

## Supporting the preparation, review, monitoring and implementation of the statutory and non-statutory documents including:

* The local plan, other development plan documents and supplementary planning documents;
* Neighbourhood Plans;
* Infrastructure Delivery Plan;
* Masterplans;
* Economic strategies;
* Housing strategies and related documents;
* Local Transport Plan and related strategies;
* Advice and guidance on the operation and interpretation of policies and procedures.

## Preparing draft policy responses to steer for:

* Development Management and as part of the Development Team Approach;
* Strategic and Area Planning Committees;
* Local Councils, Area Action Partnerships and Neighbourhood Forums;
* Public Inquiries and Examinations in Public;
* Members of the public, developers and other stakeholders;
* The Climate Emergency Response Plan and other plans and strategies; and
* National policy and strategies, and the plans and strategies of neighbouring authorities.

## Supporting the development and implementation of major and strategic projects including housing renewal programmes, AONB plans, site development briefs and guidance for the development of complex sites amongst others.

## Undertake monitoring and the maintenance and improvement of monitoring systems, analysis, research, evaluation and maintenance of an up to date evidence base of primary research studies, computer databases and systems including GIS, and specialist publishing/consultation software including web content.

## To engage with public, including local councils, neighbourhood forums, community groups, stakeholders and Area Action Partnerships in developing planning policy and to further the interests of the service including the preparation of exhibition material, providing maps and plans and managing design services.

## To ensure that the service performs at the highest and most efficient level and meets targets as set nationally and locally and that service improvement is continual.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification |
|  | Essential | Desirable |
| Qualifications | * Educated to HNC level
* (To progress to SP 29) Educated to Degree level or equivalent in a relevant discipline.
 | * Membership of a Professional Institute.
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| Experience | * Evidence of policy development within either a work based or academic situation.
* Evidence of research and written structure.
* Ability to research, present and manipulate data of various sources.
 | * Evidence of relevant work experience.
* Familiarity and experience in utilising mapped data.
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| Skills & Knowledge | * Up to date knowledge of policy legislation and process/procedures.
* Well-developed interpersonal skills, including the ability to communicate effectively both orally and in writing, with a wide range of people from different backgrounds.
* Ability to assimilate and interpret evidence to produce clear, concise reports and briefing documents.
* Ability to demonstrate customer focused approach to service delivery.
* Ability to plan, organise and prioritise own workload and meet tight deadlines.
 | * Familiarity with and ability to use relevant ICT infrastructure.
* Experience in the collection and analysis of data.
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| Personal Qualities | * Out-going personality with enthusiasm and self-motivation.
* Positive approach to problem solving.
* Willingness/ability to work on own initiative and/or as part of a team, maintaining high levels of integrity and discretion.
* Strong numerical and literary skills to ensure accurate recordkeeping and report writing.
* Willingness to undertake flexible working arrangements to meet service and project requirements.
* The post holder may be required to work outside of normal office hours.
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