

Job Description

Post title	Planning Policy Officer
Grade	N9
Directorate	Economic Growth and Regeneration
Team	Housing and Regeneration
Reporting to	Planning Consultant Lead / Head of Planning
Responsible for	

Job Purpose

The North East Combined Authority is progressing at pace to meet its new legal duty to prepare a Spatial Development Strategy (SDS). This role offers an excellent opportunity for an experienced Planning Policy Officer to contribute directly to this work and support the renewed focus on regional spatial planning.

The postholder will work closely with colleagues across the North East CA and the seven Local Planning Authorities to help develop strategic plans that shape sustainable development and growth across the North East. The SDS will align with major regional strategies to support economic prosperity and our vision of a region where everyone can thrive.

As part of the newly established Spatial Planning Team, the postholder will support the development of regional spatial policy across the breadth of the SDS, with a particular focus on regeneration and the built environment, rural and coastal issues, and the natural environment. The role includes providing specialist planning input to support healthy and safe communities, drive investment in key growth areas, and promote sustainable development across the region. The postholder will also assist with the collation of government returns relating to the North East CA's planning functions.

Duties and responsibilities

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

Strategy and Policy Development

- Support the development, adoption, implementation and review of the North East Spatial Development Strategy.
- Provide support for planning policy development across the breadth of the Spatial Development Strategy and lead on the development of regional spatial policy associated with regeneration, the built environment and the protection, restoration and enhancement of the natural environment.

- Provide advice on strategic planning policy matters related to the delivery and consenting strategies for rural growth, nature recovery and regeneration.
- Play a leading role in the production of key policy documents including land supply reports, relevant government monitoring reports and contribute to regular performance management reports to the Mayor and Cabinet.
- Support the development, monitoring and review of the Infrastructure Delivery Plan.
- Coordinate the commissioning of relevant evidence that underpins the key elements of the development of the Spatial Development Strategy. Advising on scope, need, and strategic fit.
- Provide specialist planning advice as necessary to support wider North East CA strategic investment and regeneration programmes and priorities.
- Maintain an overview of emerging planning legislation, regulations and case studies and coordinating regional responses to consultation documents.

Partnership and Stakeholder Engagement

- Help build strong partnerships with Local Authorities, Government Agencies, infrastructure providers, developers, investors and other stakeholders.
- Represent the organisation at regional and national forums, advocating the region, need for investment, infrastructure and policy support to co-develop and deliver the Spatial Development Strategy
- Plan and support the implementation of Stakeholder Engagement and Consultation.

Supporting the Major's Statutory Planning Powers.

- Providing professional input into delivering the Major's statutory planning powers including reviewing as required, planning applications considered to be of strategic regional importance and that fall within the scope of those powers.
- Preparing responses to planning application consultations from the constituent Local Planning Authorities and neighbouring Strategic Planning Authorities.
- Providing specialist land use planning input to Supplementary Planning Documents and planning and delivery strategies associated with Mayoral Development Zones and Mayoral Development Orders.
- Provide technical planning support across the North East CA to promote the delivery of strategic investment priorities in accordance with the Spatial Development Strategy.
- Coordinate responses, as required, to national, regional and local planning policy documents and consultation exercises.

Organisational responsibilities
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- **Communication**

We communicate effectively with our peers, partners and local authorities and work collaboratively to provide the best possible outcomes. Communication between teams, services and partner organisations is imperative in providing the best possible service to the region.

- **Confidentiality**

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and in using organisation information assets.

- **Health, Safety and Wellbeing**

We take responsibility for health, safety and wellbeing in accordance with the North East CA Health and Safety policy and procedures.

- **Performance Management**

We promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. You will contribute to the organisation's appraisal processes to ensure continuous learning and improvement and to increase organisational performance.

All members of staff will receive appraisals, and it is the responsibility of each member of staff to follow guidance on the appraisal process.

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 their manager.

Values and Behaviours

Our values and behaviours are the things that are important to us, individually and as a team. They articulate the way we want to conduct ourselves. Combined, they work together to make us who we are, and we use them to anchor all that we do. The North East CA values are:

- Strive for brilliance.
- One team.
- Drive sustainability.
- Make it happen.
- Be inclusive.

Equalities and Diversity

We are committed to creating a fairer North East where everyone can thrive with aspirational jobs, new skills, and better homes. All employees are responsible for taking proactive steps to eliminate discrimination, advance equal opportunities and foster good relationships in every aspect of their work.

Special requirements of post

- **DBS**

This post is not subject to a disclosure.

- **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.

Person specification: Planning Policy Officer

The following criteria will be used to shortlist at the application stage and will be further explored at the interview stage.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to degree level in a relevant discipline or equivalent experience. • Membership of Royal Town Planning Institute or equivalent professional body. 	<ul style="list-style-type: none"> • Postgraduate degree or diploma in relevant subject.
Experience	<ul style="list-style-type: none"> • Proven experience in supporting planning policy or large-scale programmes/project or Local Plans at a senior level. • Experience working with public and private sector stakeholders at a senior level. • Experience of procurement and commissioning evidence and research to inform planning policy and plan making. 	<ul style="list-style-type: none"> • Experience of regional planning or cross-boundary planning policy. • Development management experience. • Experience of developing rural planning policy.
Skills and Knowledge	<ul style="list-style-type: none"> • In depth understanding of planning policy, planning frameworks, growth strategies and spatial priorities linked to the development plans. • Strong project management skills. • Excellent stakeholder engagement and partnership working skills. • Knowledge of placemaking, sustainable development and inclusive growth principles. 	<ul style="list-style-type: none"> • Regional planning policy knowledge and experience. • Knowledge and experience of strategic planning issues relevant to the North East CA Area.
Personal Qualities	<ul style="list-style-type: none"> • Organised and resilient with experience of working in a multi-disciplinary policy environment. • Excellent communication skills. • Commitment to inclusive economic growth and social value in regeneration and planning. 	

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| | <ul style="list-style-type: none">• Committed to the principles of equality and diversity.• High level of integrity and professionalism.• Adaptability and willingness to embrace change.• Proactive and results orientated approach. | |
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