

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION
Directorate: Regeneration and Inclusive Growth		Service Area: Planning Services
JOB TITLE: Planning Officer (Policy)		
GRADE: I-L (SCP 19-33)		
REPORTING TO: Planning Services Manager		
1.	JOB SUMMARY: The post holder will be required to assist the Planning Services Manager in the effective and efficient implementation of Planning Policy.	
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS	
	1.	You will contribute to the service delivering its planning policy duties including the preparation, monitoring, review and implementation of the Local Plan and associated Supplementary Planning Documents.
	2.	You will be required to provide professional impartial advice and guidance to a range of stakeholders including service users, colleagues and elected members.
	3.	You will ensure that all necessary statutory and non-statutory consultations are carried out on all planning policy matters.
	4.	You will be required to provide advice and guidance on planning policy issues to the Planning Services staff in the determination of planning applications or pre-application advice.
	5.	You will be required to contribute to the monitoring of, and report on progress of adopted plans, policies, and meet the required project delivery targets.
	6	To prepare statements on planning appeals and under the direction of the Planning Services Manager, and where appropriate, represent the authority in written representation appeals and informal hearings.
	7	You will develop an understanding of the role of elected members, the local political environment in which the Council operates and develop political sensitivity in dealing with planning related matters in an impartial manner.
	8	You will be an effective team player, establish excellent working relationships with key internal and external partners and ensure that information is appropriately shared across the Planning Services team and Directorate as necessary.

	9	You shall ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton-on-Tees Borough Council.
	12	To take reasonable care of your own health and safety and co-operate with management, so far as necessary, to enable compliance with the Authorities health and safety rules and legislative requirements.
	13	You shall be responsible for your own personal development and undertake any necessary training and development to assist you in the requirements of the post.
	14	You will carry out other duties and responsibilities commensurate with the grading and nature of the post are fulfilled as directed by the Planning Services Manager.

3.

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

The Council's Values, Behaviours and Code of Conduct - The post holder is required to carry out the duties in accordance with the Council's Values and Behaviours, our code of conduct, professional standards and promote equality and diversity in the workplace.

Corporate Parenting - As Corporate Parents, we have the same ambition and high aspirations for all children in our care and care experienced young people: that Stockton-on-Tees is a great place to grow up, where children and young people are protected from harm and supported to be the best they can be in life.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development.

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: (Manager)			
Job Description agreed by: (Post holder)			

Job Description dated April 2025



PERSON SPECIFICATION

Job Title/Grade	Planning Officer (Policy)	I-L (SCP 19-33)
Directorate / Service Area	Regeneration and Inclusive Growth Directorate.	Planning Services
Post Ref:		

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	- A recognised degree or equivalent (Grade I). - Degree/Post Graduate qualification in Town & Country Planning (Grades J, K, L)	Member of Royal Town Planning Institute (RTPI) or working towards this (Grade K or L).	Application form
Experience	- Work experience within a Planning Policy/Development Management environment. (Grades J - L) - Experience in dealing with planning matters and appeals (Grades J and K). - Experience in dealing with complex planning matter and appeals (Grade L)..	- Three years or more experience within Planning environment (Grade L), - Ideally with 2 years experience post qualification (Grade K) - Three years or more experience within Spatial Planning - Experience in formulating and monitoring housing policies of the development plan - Experience of Local Plan preparation and examination - Local Government experience	Application / Interview

Knowledge & Skills	• Knowledge of Town and Country Planning and other related legislation (Grades, I and J). • Detailed knowledge of Town and Country Planning and other related legislation (Grades K and L). • Detailed knowledge of the Town and Country Planning (Local Planning) (England) Regulations (Grades K and L) • The ability to use own initiative to effectively solve problems and form professional views. • Ability to interpret, analyse and challenge evidence to enable informed decision making. • The ability to write clear, accurate and concise policies/reports, dealing with complex/conflicting issues (Grades K and L). • Excellent attention to detail with the ability to produce accurate work. • Able to demonstrate excellent verbal and written communication.	• Ability to prepare and assist in the formation of planning policy documentation. • Ability to present policy documentation in public meetings i.e committees , local plan examinations (Grades K and L) • Ability to represent the Authority across a wide range of forums including being competent to give evidence/professional views in a public environment including appeal hearings/public inquiries. (Grades K and L) • Enthusiasm to learn new skills and be responsible for your own personal and professional development. • Ability to act with political sensitivity and awareness.	

	• The ability to negotiate and influence opinions to deliver successful outcomes • To be able to form good working relationships with others and work as an effective team member. • To be able to demonstrate effective organisational skills and the ability to meet required delivery targets, deadlines and other agreed priorities. • Highly motivated, reliable and enthusiastic. • Good IT skills and familiarity with Microsoft office to produce accurate documents/information • Willing to show initiative for service improvements and developments.		
Specific behaviours relevant to the post	• Demonstrate the Council's Behaviours which underpin the Culture Statement.		Application / Interview
Other requirements	• Access to a vehicle for use for work purposes • Current full driving licence	• Flexibility to meet the needs to occasionally work outside normal working hours	

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Regeneration and Inclusive Growth	SERVICE AREA: Planning Services
JOB TITLE: Planning Officer (Policy)	
GRADE: I-L	
JOB LOCATION / BUILDING: Dunedin House	
REPORTING TO: <i>Planning Services Manager</i>	

The following are the known risks for this role as identified through a Risk Assessment. More than one risk may apply. Where there are no known risks this will be indicated.

Known Risks - which require Baseline Health Surveillance Screening before or at start of employment and ongoing health surveillance with Occupational Health		
Known Risk	Yes	No
Noise: Employee is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB)		X
Vibration: Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s ² A(8) 9		X
Respiratory: Employee will be exposed to Hazardous Substances such as machine generated wood dust, mineral dust, solder flux, glues, resins, cutting oils, latex. (Those working with respiratory/skin irritants or sensitizers as defined by COSHH)		X

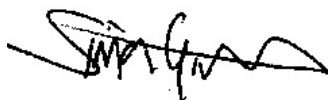
Known Risks which require a Medical Assessment with Occupational Health prior to starting employment and ongoing assessment during employment.		
Known Risk	Yes	No
HGV/LGV/Fork Lift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers: Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus.		X
Asbestos: Employee likely to be exposed to asbestos. Work with asbestos' includes: ○ Work which removes, repairs, or disturbs asbestos ○ Ancillary work (work associated with the main work of repair, including maintenance work on equipment) ○ Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos)		X
Known Risk	Yes	No

Lead: Employee likely to be exposed to lead or lead based products (handling, processing, repairing, maintenance, storage, disposal) The lead must also be in a form in which it is likely to be: ○ Inhaled, e.g., lead dust, fume or vapour. ○ Ingested, e.g., lead powder, dust, paint or paste; or ○ Absorbed through the skin, e.g., lead alkyls or lead naphthenate. The regulations do not apply to work with materials or substances containing lead where, because of the nature of the work, lead cannot be inhaled, ingested, or absorbed.		X
Confined Spaces - Safety Critical: Employee will be required to work in a confined space where specialist equipment or breathing apparatus is needed.		X
Working at Heights - Safety Critical: Employee will be required to work at a height .		X
Blood-borne viruses: Employee is at risk of exposure to Blood-borne viruses e.g., needle stick injury, human bite, contact with human blood or other bodily fluids and sewerage.		X

Other Known Risks		
Known Risk	Yes	No
Council Vehicles or transport that does not require a Group 2 licence: Employee will be required to drive a Council vehicle or regularly transport service users/clients/pupils in their own vehicle as part of normal duties.		X
Food Handlers: Employee will be preparing and handling food <i>Food Handlers Questionnaire to be completed and sent to Occupational Health</i>		X
Night Workers: Employee will be regularly working at night <i>Optional Night Worker Questionnaire available</i>		X
Lone Working (including Home Working): Employee will be required to work alone.	X	
DSE Users: Employee will be required to use Display Screen Equipment (DSE) <i>DSE Training and assessment should be completed on commencement – arranged by manager</i>	X	
Any Other: Please identify any other known risks associated with this job role.		X

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager:



Date: 18/6/25

For any queries related to this form, please refer to the Known Risk Managers Explanatory Notes, or email the Occupational Health Department