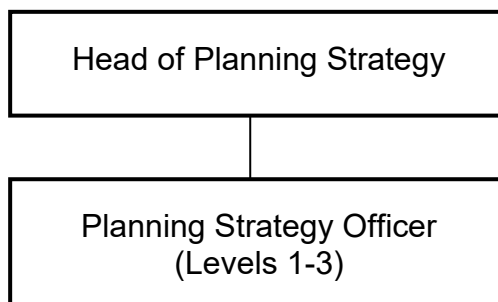




# Job Description & Person Specification

|                     |                                                  |              |    |                  |         |
|---------------------|--------------------------------------------------|--------------|----|------------------|---------|
| <b>Post Title</b>   | Planning Strategy Officer (Career Grade Level 1) |              |    |                  |         |
| <b>JE Reference</b> | X139                                             | <b>Grade</b> | F+ | <b>SCP Range</b> | 25 - 32 |

## Reporting line:



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## Job Purpose:

This position within the Planning Strategy Team will be responsible for contributing to the preparation, monitoring and review of the Local Plan and other national and local planning policy initiatives. The post holder will also be required to assist in the provision of an effective input into the development management process in terms of providing planning policy advice.

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## Relationships:

**Accountable to:** Head of Planning Strategy

**Accountable for:** N/A

**General Contacts:** The full range of the Directorate's clients including the elected Members and officers of the Council, partner organisations, Tees Valley Combined Authority, public and private sector organisations and local/national government bodies.

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## Key duties and responsibilities:

1. Contributing to the preparation, monitoring, review and implementation of a robust Local Plan for Redcar and Cleveland, including assisting in the preparation of Supplementary Plans and planning guidance documents.
2. Carrying out all necessary duties in relation to data collection, research, technical work and public participation in support of 1 or 2 above.

3. Providing specialist professional input into the development of planning policy, and in respect of other statutory and non-statutory planning and related activity.
4. To assist in the development of initiatives in specialist areas of expertise as required, in order to maintain and enhance the quality of the environment in Redcar and Cleveland.
5. Provision of specialist planning policy advice to support the development management process, including contributing to the preparation of appeal statements and representing the Council at appeal inquiries and hearings.
6. To contribute to the preparation of reports for Cabinet, Regulatory Committee and other forums as required by the Executive Director of Growth, Enterprise and Environment, the Assistant Director of Growth and Enterprise and Head of Planning Strategy.
7. Preparation of evidence on behalf of the Council and the presentation of such evidence at public enquiries, examinations and hearings.
8. Under the guidance of the Head of Planning Strategy contribute to corporate initiatives, particularly in pursuit of environmental enhancement and sustainability.
9. Attendance at Regulatory Committee and other public meetings, working parties, consultative fora to present reports and represent the department.
10. In undertaking all duties, to promote the principles of sustainability and economic growth.
11. To provide cover and assistance in other areas of the Department as may be necessary from time to time to take account of staff absences and peaks and troughs in work programmes.
12. The above duties and responsibilities cannot totally define all of the tasks that may be required of the postholder. The duties will therefore vary from time to time without materially changing their level of responsibility.

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### **General/Corporate Responsibilities:**

1. To undertake such duties as may be commensurate with the seniority of the post.
2. To ensure that the Council's corporate Health & Safety policy is followed and training is undertaken in all pertinent health and safety procedures.
3. To partake in the Council's and Directorate's staff training and development policies as well as the Council's system of performance appraisal.
4. To treat all information gathered for the Council and Directorate, either electronically or manually, in a confidential manner.
5. All employees are required to demonstrate a commitment when carrying out their duties which promotes and values diversity and the equality of opportunity in relation to employees and service users which is in line with the Council's Equality & Diversity Policy.

6. To be responsible for identifying and managing all risks associated with the job role through effective application of internal controls and risk assessments to support the achievement of Corporate and Service objectives.
7. To ensure the highest standards of customer care are met at all times.
8. To ensure the principles of Value for Money in service delivery is fundamental in all aspects of involvement with internal and external customers.
9. To ensure that the highest standards of data quality are achieved and maintained for the collection, management and use of data.
10. To positively promote the welfare of children, young people, and vulnerable adults and ensure that it is recognised that Safeguarding is everyone's responsibility; and to engage in appropriate training and development opportunities which enhance an individual's knowledge and skill in responding to children, young people and vulnerable adults who may be in need of safeguarding.

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**Last Updated:** March 2026

**Author:** Andrew Carter

| POST TITLE                                        | GRADE |
|---------------------------------------------------|-------|
| Planning Strategy Officer (Career Grade Levels 1) | F+    |

### **NOTE TO APPLICANTS**

Whilst all points on the specification are important, those listed in the essential column are the key requirements. You should pay particular attention to those points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

| CRITERIA                    | NECESSARY REQUIREMENTS FOR LEVEL 1                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                            | * M.O.A.   |
|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
|                             | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Desirable                                                                                                                                                                                                                                                                                                                                                                                  |            |
| <b>EXPERIENCE</b>           | <ul style="list-style-type: none"> <li>• Good understanding of relevant legislation, local government procedures and advice relating particularly to statutory planning, development control and plan preparation.</li> <li>• Knowledge of preparation of plans, strategies, policies and briefs relating to land use, development, the environment, regeneration, housing and corporate issues.</li> <li>• Some understanding of project implementation.</li> </ul> | <ul style="list-style-type: none"> <li>• Awareness of external public organisations as potential partners and consultees.</li> <li>• Knowledge of relevant research, analytical and statistical techniques and computer applications.</li> <li>• Good understanding of environmental, housing and regeneration issues.</li> <li>• Experience of working within a planning team.</li> </ul> | A, I, R, P |
| <b>SKILLS AND ABILITIES</b> | <ul style="list-style-type: none"> <li>• Excellent oral and written communication skills, including report writing.</li> <li>• Good negotiating and presentational skills.</li> <li>• Self-motivated/enthusiastic.</li> <li>• Ability to work effectively as part of a team and as an individual.</li> <li>• Ability to resolve problems creatively, collate information and work to deadlines.</li> <li>• Strategic thinker.</li> <li>• Good IT skills.</li> </ul>  |                                                                                                                                                                                                                                                                                                                                                                                            | A, I, R, P |

|                                                              |                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                    |         |
|--------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| <b>EDUCATION/<br/>QUALIFICATIONS/<br/>KNOWLEDGE</b>          | <ul style="list-style-type: none"> <li>Recognised degree or Diploma in Town and Country Planning or extensive (5+ years) of technical knowledge and experience of planning legislation and plan preparation. .</li> </ul>                                                                                                                             | <ul style="list-style-type: none"> <li>Eligible for membership of the Royal Town Planning Institute.</li> </ul>                                                                    | A, C    |
| <b>OTHER<br/>REQUIREMENTS</b>                                | <ul style="list-style-type: none"> <li>Flexible approach to work by responding to the needs of the services including, at times, requirements to work beyond normal working hours</li> <li>Commitment to own continuous personal and professional development</li> <li>Strong team player, committed to an ethos of continuous improvement</li> </ul> | <ul style="list-style-type: none"> <li>Current driving licence with regular use of a vehicle.</li> <li>Evidence of own continuous personal and professional development</li> </ul> | A, I, C |
| <b>COMMITMENT TO<br/>EQUAL<br/>OPPORTUNITIES</b>             | <ul style="list-style-type: none"> <li>Commitment to equal opportunities and the ability to recognise the needs of different service users</li> </ul>                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>Evidence of having completed training in equality and diversity awareness</li> </ul>                                                        | A,I     |
| <b>COMMITMENT TO<br/>SERVICE DELIVERY/<br/>CUSTOMER CARE</b> | <ul style="list-style-type: none"> <li>Commitment to provide a customer-focussed service</li> </ul>                                                                                                                                                                                                                                                   | <ul style="list-style-type: none"> <li>Evidence of surpassing customer expectations or service targets / goals</li> </ul>                                                          | A,I     |

#### **METHOD OF ASSESSMENT: (\*M.O.A.)**

A = APPLICATION FORM   C = CERTIFICATE   E = EXERCISE   I = INTERVIEW   P = PRESENTATION   T = TEST   AC = ASSESSMENT CENTRE  
R = REFERENCE