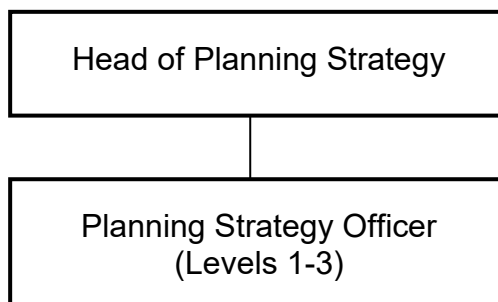




Job Description & Person Specification

Post Title	Planning Strategy Officer (Career Grade Level 2)				
JE Reference	X138	Grade	G	SCP Range	28 - 30

Reporting line:



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.

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.

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.

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.

Last Updated: March 2026

Author: Andrew Carter

POST TITLE	GRADE
Planning Strategy Officer (Career Grade Level 2)	G

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 2		* M.O.A.
	Essential	Desirable	
EXPERIENCE	• Minimum of two years post RTP1 qualification planning experience, one of which should be in planning policy and Local Plan preparation. • Experience of preparing plans, strategies, policies and briefs relating to land use, development, the environment, regeneration, housing and corporate issues • Experience of carrying out relevant research and using analytical and statistical techniques and computer applications • Experience of responding to environmental, housing and regeneration issues • Experience of Local Government procedures and giving advice and guidance, particularly in relation to statutory planning and regeneration	• Knowledge of local authority housing and regeneration initiatives. • Awareness of external public organisations as potential partners and consultees. • Project management and implementation including knowledge of financial control mechanisms.	A ,I, R
SKILLS AND ABILITIES	• Good negotiation, presentation, motivational and communication skills. • Ability to work with minimum supervision and to accept responsibility • Good oral and written skills	• Ability to present reports to Committee and other public meetings.	A ,I, R

	• Good IT skills including the ability to produce reports electronically to set deadlines and familiarity with electronic planning systems (e.g. GIS) • Ability to self-motivate and to motivate and lead others • Analytical problem-solving skills • Mental resilience capable of coping with and responding to the pressures of the job		
EDUCATION/ QUALIFICATIONS/ KNOWLEDGE	• Recognised degree or diploma in Town and Country Planning • Membership of Royal Town Planning Institute • Technical knowledge of relevant planning legislation and Local Government practices, procedures and policies		A, I, R, C
OTHER REQUIREMENTS	• Flexible approach to work by responding to the needs of the services including, at times, requirements to work beyond normal working hours • Commitment to own continuous personal and professional development • Strong team player, committed to an ethos of continuous improvement. • Highly motivated	• Evidence of own continuous personal and professional development • Current full driving licence. • Provide evidence of linking day to day duties to performance management framework.	A, I, C
COMMITMENT TO EQUAL OPPORTUNITIES	• Commitment to equal opportunities and the ability to recognise the needs of different service users	• Evidence of having completed training in equality and diversity awareness.	A,I
COMMITMENT TO SERVICE DELIVERY/ CUSTOMER CARE	• Commitment to provide a customer-focused service	• Evidence of surpassing customer expectations or service targets / goals.	A,I

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

this is Redcar & Cleveland

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