



Copeland Borough Council

JOB PROFILE

Job Title	Planning Policy Officer
Job Family	Senior Officer
Salary Grade	Scale 35-38
Directorate	Development
Service Unit	Development Strategy
Department	Strategic Planning
Ref No	062 REG
Date	Aug 05

1. MAIN PURPOSE

To provide professional planning expertise and support for the planning policy role of the Council with particular responsibility for work on the Local Development Framework and a lead in relation to LDF Housing Issues

2. POSITION IN ORGANISATION

Responsible to: Strategic Planning Manager

Employees responsible for: TBA

3. EMPLOYMENT BASE The Copeland Centre, Catherine Street, Whitehaven.

4. SUMMARY OF MAIN DUTIES AND RESPONSIBILITIES

The post holder will be expected to be able to act in a professional capacity over the whole range of planning work undertaken by the Planning Policy Section with particular emphasis on Local Development Framework. They will have a particular role in supporting the development and implementation of the housing strategy. The range of work encompasses:

- 1 Undertaking work on the Copeland Local Development Framework including drafting DPD / SPD text and policies, carrying out or commissioning necessary consultations, surveys and appraisals and preparing background papers for Members and for any Examination.
- 2 Contributing to the evidence base relevant to the development of strategies and action plans for area based regeneration including town centres, housing renewal

and targeted areas of deprivation, for the development of tourism, and for infrastructure development.

- 3 Working corporately and with external partners including the Local Strategic Partnership to ensure that the Council's planning policies contribute to the priorities of the community and the Council, in particular as set out in the Council's policy plan "Copeland 2020" and in the Community Strategy.
 - 4 Representing the interests of the Council with outside bodies. This will include participation in the preparation of Regional Spatial Strategy and the Cumbria Sub Regional Strategy, the Local Transport Plan, and the Lake District National Park Local Development Framework and Management Plan
 - 5 Managing projects or working with partners to deliver projects which implement DPD policies including environmental improvements and infrastructure projects
 - 6 Providing professional planning advice both within the Council and externally to the public and supporting the one stop shop advice service from the Council to businesses, developers and investors.
 - 7 Providing promotional material, representing the Council in media interviews and at public meetings, and prepare exhibitions and press statements, in relation to the responsibilities of the post
 - 8 Supporting the values and aims of the Council by contributing to corporate working on Best Value, Comprehensive Performance Assessment, E-government, and other cross cutting issues
 - 9 To undertake any other duties as required by the line manager appropriate to the level of responsibility of the post.
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5. CONTACTS

- Internal: All officers up to Director level.
Will be required to sit on internal working groups
- External: Significant contact with the public / elected members and external organisations at meetings, site visits and in the office

6. SPECIAL FEATURES

Essential user allowance

Occasional out of hours work may be required for which time in lieu is given in accordance with Council procedures

7. PERSON SPECIFICATION

Criteria	Essential	Desirable
Education and Qualifications	Graduate with a planning related degree	Graduate with full exemption from RTPI professional examinations providing eligibility for full membership of RTPI
Knowledge and experience	Understanding of the development process and the conflicting demands on land use	Previous planning policy experience
Job related skills	<p>Good communicator in written and oral forms</p> <p>Innovative approach</p> <p>Self motivated</p> <p>Ability to make independent decisions and recommendations</p> <p>IT Literate</p> <p>Full driving licence with access to a vehicle</p>	Political awareness and sensitivity

Personal Competencies

Competency	Performance Criteria
1. Health and Safety Core competence	<ul style="list-style-type: none"> Complies with the Council's health and safety policies Takes care of own health and safety and that of others Challenges unsafe practices or behaviours
2. Equality and Diversity Core competence	<ul style="list-style-type: none"> Acts in accordance with the Council's equal opportunities and diversity policies. Avoids language, actions and behaviours which may be considered discriminatory or cause offence or discomfort Challenges discriminatory practices or behaviours Respects diversity by listening to and being positive about alternative contributions
3. Service Management	<ul style="list-style-type: none"> Follows the rules, principles and culture of Best value within the service unit. Contributes to the Service's business planning and financial processes

	<ul style="list-style-type: none"> • Acts in accordance with Copeland Borough Councils policies and procedures • Contributes to improving working processes, practices and systems.
4. Communication	<ul style="list-style-type: none"> • Makes best use of the mechanisms within Copeland Borough Council to ensure excellent communication • Communicates clearly and with confidence • Listens actively, asks questions, clarifies points and checks understanding • Presents information in a way that promotes understanding • Briefs supervisors and team leaders regularly • Observes confidentiality
5. Delivering Results	<ul style="list-style-type: none"> • Prioritises and manages activities to ensure delivery of service to cost, time and quality • Applies a methodical and systematic approach • Anticipates problems and takes advantage of opportunities as they arise
6. Customer focus	<ul style="list-style-type: none"> • Implements the Council's Customer Care strategy relative to the work of the service unit • Understands the importance of the customer perspective to provide and develop quality services • Understands the needs and builds effective relationships with internal and external customers • Focuses on meeting customer expectations
7. Self management and development	<ul style="list-style-type: none"> • Keeps relevant knowledge and expertise up to date • Has a positive and resilient approach • Is conscientious and committed to meet service objectives • Displays fairness and integrity • Pays attention to self development • Welcomes and acts on personal feedback
8. Impact and Influence	<ul style="list-style-type: none"> • Presents a positive and professional image • Wins support for ideas and action plans • Reaches positive and constructive agreements with others • Anticipates and prepares for others reactions
9. Behaving ethically	<ul style="list-style-type: none"> • Complies with legislation, industry regulation, professional and organisational codes of practice • Shows integrity and fairness • Is open, yet diplomatic, with others • Remains objective and fair even when personal issues are at risk

Application forms should be returned to the Human Resources Department, Copeland Borough Council, The Copeland Centre, Catherine Street, Whitehaven, Cumbria, CA28 7SJ, by 23 November 2007.

In order to reduce administrative costs within the Authority, the receipt of your application will not be acknowledged and letters of regret are no longer sent to unsuccessful applicants. If you are not

invited to attend for interview within three weeks of the closing date, please presume that your application has been unsuccessful.