

JOB DESCRIPTION

Job title: Planning Policy Manager
Directorate: Planning
Grade: Grade 9

JOB CONTEXT / DIMENSIONS / RELATIONSHIPS:

Reports to: Director of Planning
Manages: Team of 7: 4 direct reports
Liaison with: All relevant stakeholders, internal and external

JOB PURPOSE:

- Lead development of the SDNPA planning policies,
- Enhance joint working arrangements with neighbouring Authorities to develop joint strategies and shared evidence commissioning.
- Project manage the delivery of all statutory and community led plans and other policies.

KEY ACCOUNTABILITIES:

- Lead, manage and contribute technical expertise to the preparation, implementation and presentation of the Local Plan,
- Lead, manage, motivate and develop the planning policy team
- Initiate and lead planning, development and design site briefs and other Supplementary Planning Documents, to deliver the Local Development Services needs, ensuring public engagement in their production.
- Undertake consultation and engagement on all draft evidence base and policy documents,
- Ensure appropriate engagement between the SDNPA and the constituent LA's in the preparation of their LDFs
- Ensure the constituent authority LDFs adequately and properly support National Park purposes and accord with the priorities of the SDNPA
- Represent the SDNPA at public meetings and public inquiries,
- Provide expertise toward the determination of planning and related applications and to contribute to negotiations to secure SDNPA objectives
- Ensure the planning policy IT systems are maintained and updated as required and operate effectively at all times.
- Commission work as required ensuring SDNPA contractual arrangements are met,
- Contribute to the corporate work of the SDNPA in the development of the Partnership Management Plan, Corporate Plan, Annual Review, the National Park Management Plan and the Local Development Framework and their implementation.
- Promote and contribute to cross-cutting work across the SDNPA through developing and co-ordinating project work and ensuring wider integration between planning policy and other teams,
- Represent the SDNPA on external bodies developing new partnerships in line with corporate priorities.
- Other duties requested by the SDNPA, in line with the grading of this post.

CORPORATE RESPONSIBILITIES

Maintain awareness of and compliance with the ethical, legal and policy framework within which the organisation operates including, but not limited to:

- Authority Purposes and Duty
- Performance Development Review Scheme
- National Park Circular 2010 and any subsequent updates
- Data Protection Act
- Freedom of Information Act
- Officers Code of Conduct
- Member/Officer Protocol
- Health and Safety Policies and Procedures
- Equality and Diversity Policy
- Information Technology User Policy
- Information Security Policy
- All policies/procedures and guidance related to the designated role