

## JOB DESCRIPTION

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

### JOB CONTEXT / DIMENSIONS / RELATIONSHIPS:

**Reports to:** Director of Planning  
**Manages:** Planning Policy Team  
**Liaison with:** All relevant stakeholders, internal and external

### JOB PURPOSE:

- Lead, manage, motivate and develop a team of expert staff co-ordinating and delivering the defined programme of work and contributing to the delivery of outcomes as specified.
- Manage the development, review, implementation and delivery of the Development Plan and associated planning documents for the National Park
- Contribute towards the development implementation and delivery of the Partnership Management Plan
- Develop and implement the strategy for engagement with and working on Neighbourhood Plans and other locally driven planning documents.

### KEY ACCOUNTABILITIES:

- Lead, manage and contribute technical expertise to the preparation, implementation and presentation of Plans and their subsequent reviews within budget,
- Identify and develop projects and programmes as required, in conjunction with other senior managers within the organisation and external partners.
- Commission and manage consultation and engagement on all evidence base and policy documents
- Work in co-operation with local authorities and other relevant authorities on strategic cross-boundary issues.
- Represent the SDNPA at public meetings and as an expert witness at examinations in public and public inquiries,
- Commission work and manage ensuing contracts as required ensuring SDNPA contractual arrangements are met and defined outcomes are delivered.
- Contribute to the corporate work of the SDNPA in the development of Plans their delivery and implementation.
- Promote innovation across the SDNPA through developing and co-ordinating project work and ensuring wider integration between teams,
- Represent the SDNPA on external bodies developing new partnerships and delivery models in line with corporate priorities.
- Implement and manage the delivery of an advisory support service in line with SDNPA guidelines
- Undertake work in support of other teams and specialists within the planning directorate as required.
- This is a politically restricted post as defined by the Local Government and Housing Act 1989
- 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 Vision & Circular 2010 and any subsequent updates
- Data Protection requirements including General Data Protection Regulations (GDPR)
- 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