

JOB DESCRIPTION

Job title: Neighbourhood Planning Officer
Directorate: Planning
Grade: 4

JOB CONTEXT / DIMENSIONS/ RELATIONSHIPS:

Reports to: Strategic Planning Lead
Manages: None
Liaison with: All relevant stakeholders, internal and external

JOB PURPOSE:

Support local communities in the preparation of their neighbourhood development plans and neighbourhood development orders
Work with local communities to ensure that Neighbourhood Development Plans are prepared in line with purposes and duty of National Parks and consistent with extant and emerging development plan policies.

KEY ACCOUNTABILITIES:

- Encourage promoters of neighbourhood plans to ensure the active participation of the local population in their preparation.
- Develop, project manage and implement internal systems to ensure principal contacts are aware of their roles and processes are in place to ensure the SDNPA is effective in its roles in the neighbourhood planning process
- Supervise all aspects of the SDNPA's responsibilities in the relationship with the Local Plan in the preparation of Neighbourhood Plans / Neighbourhood Development Orders to ensure all investigations and consultations are carried out and information analysed
- Prepare submissions and representations to the examiners of draft neighbourhood plans
- Monitor and review of the SDNPA's approach to neighbourhood planning
- Consider national guidance, policy documents and plans of other authorities, and other relevant studies and research, and to prepare, analyse and make recommendations to enable the SDNPA to follow best practice in supporting Neighbourhood Planning
- Contribute to the development of the SDNP Local Plan and other planning policies
- Represent the SDNPA at public meetings and public inquiries, including giving presentations or acting as an expert policy witness, as appropriate
- Provide data to inform and monitor service performance and planning budgetary information as required
- 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 Acceptable Use Policy
- Information Security Policy
- All policies/procedures and guidance related to the designated role