

JOB DESCRIPTION

Job title: Planning Policy Lead
Directorate: Planning
Grade: 6

JOB CONTEXT / DIMENSIONS / RELATIONSHIPS:

Reports to: Planning Policy Manager
Manages: None
Liaison with: All relevant stakeholders, internal and external

JOB PURPOSE:

- Develop, formulate and implement the SNDPA planning policies and supporting evidence in , in relation to minerals and waste issues and the South Downs Local Plan.

KEY ACCOUNTABILITIES:

- Contribute professional expertise to the preparation, monitoring and review of the South Downs Local Plan and other supplementary planning documents within a timetable agreed with the Planning Policy Manager.
- Contribute to the development of a sound customer based approach to policy formulation and to engage the public in the production of the Local Plan and other planning policy documents.
- Provide and co-ordinate strategic planning initiatives particularly in regard to the Duty to Cooperate and provide advice to planners within SDNPA and other local authorities.
- Work in partnership with community organisations and local and neighbouring authorities to secure a strategic planning policy framework which reflects SDNPA priorities
- Drawing on experience, to represent the SDNPA at public meetings, Examinations in Public, and public inquiries, giving presentations or acting as an expert policy witness as appropriate
- Programme the collection of robust and up to date research and evidence to support the National Park minerals and waste plans to ensure they are found sound at Examination
- Contribute to monitoring of the development of the National Park and prepare minerals and waste related statistics
- Advise on the policy implications of planning applications to development management officers
- 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