



Senior Strategic Planning Officer

Post number: STP003

Grade: Scale 7

Date: January 2026

Service area: Strategic Planning and Development Management

Reports to: Strategic Planning Team Leader

Job profile

Purpose

To be a senior officer managing and delivering the strategic planning service, covering matters such as development plans (Local Plan), neighbourhood plans, regional planning, supplementary planning, monitoring, and research.

Dimensions

The post holder will report to the Strategic Planning Team Leader. The post holder will not directly be responsible for managing staff or budgets but will provide supervision on a day-to-day level of tasks by other junior staff in the service area.

Main duties and responsibilities

1. Working under the supervision of the Strategic Planning Team Leader to undertake a senior role associated with the preparation, monitoring, and review of the Council's planning policy documents such as the Local Plan.
2. Work on other strategic planning projects and monitoring tasks as required, such as the preparation of Supplementary Planning Documents and the Statement of Community Involvement and assisting parish councils in their preparation of neighbourhood plans and/or orders.



3. Contribute to wider strategic housing and environmental policy and strategy formulation and corporate regeneration projects.
4. Prepare and present written and oral evidence as an expert witness on behalf of the Council at public examinations, hearings, committees, and written appeals as required.
5. Provide guidance and advice to customers and elected members on planning policies and related research matters.
6. Assist the council in fulfilling any contract to provide a service to any other council, by undertaking duties and responsibilities appropriate to this post.
7. Deputise for the Strategic Planning Team Leader as required.
8. To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy
9. To comply with all Health & Safety at work requirements as laid down by the employer.
10. To participate in training and exercises in support of the Council's preparations for responding to civil emergencies within the District.
11. Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.



Special conditions

The post is full time (37 hours) and permanent.

Occasional evening or weekend meetings might be required.

Occasional meetings at offsite locations, of which they will predominantly be within East Cambridgeshire.

Pre-employment checks

N/A

Business Travel

Casual car user



Person specification

Qualifications

Description	Essential or desirable	Assessed through the application form or through the interview
Degree or post-graduate qualification in Town and Country Planning or closely related subject giving eligibility for Membership of the Royal Town Planning Institute	Essential	Application
Substantial experience of working in the fields of planning policy and/or statutory development plans	Essential	Application
Able to work under own initiative with minimum of supervision whilst working to tight deadlines	Essential	Interview
Experience of delivering presentations to a wide range of audiences	Essential	Interview
Experience of working in a local authority planning department	Desirable	Application

Experience

Description	Essential or desirable	Assessed through the application form or through the interview
A high level of knowledge and understanding of current planning issues and legislation, especially in the fields of planning policy and statutory development plans	Essential	Interview
Awareness of the aims of ECDC specifically in relation to the declaration of a climate emergency	Desirable	Interview



Description	Essential or desirable	Assessed through the application form or through the interview
A thorough knowledge of local government practices and procedures	Desirable	Interview

Knowledge, skills and abilities

Description	Essential or desirable	Assessed through the application form or through the interview
Excellent communication skills demonstrating an innovative, creative and enthusiastic approach to communicate complex ideas clearly and persuasively to get commitment and buy in from a wide range of stakeholders, including young people	Essential	Interview
Excellent presentation skills with the ability to present to audiences at all levels	Essential	Interview
Ability to manage and co-ordinate complex projects effectively, including those involving a wide range of stakeholders	Essential	Interview
Excellent working knowledge of all main Microsoft applications in order to produce high quality documentation	Essential	Interview
A high level of literacy and numeracy	Essential	Interview
The ability to analyse planning issues and information, draw conclusions and write reports in a logical, accurate and concise way, with sound recommendations	Essential	Interview
The ability to liaise and negotiate with developers, landowners, other local authority officers and other interested parties including members of the public,	Essential	Interview



Description	Essential or desirable	Assessed through the application form or through the interview
and to develop good working relations with external organisations		
Ability to converse in more than one Language	Desirable	Application
Able to promote and publicise success through the media	Desirable	Interview
A high degree of competence in the use of GIS and / or databases (including Access)	Desirable	Application

Personal Attributes

Description	Essential or desirable	Assessed through the application form or through the interview
Customer focussed and driven to deliver meetings, as and when required, outside of normal working hours	Essential	Interview
Ability to travel, sustainably where possible, to different locations in East Cambridgeshire and surrounding area	Essential	Interview
Good interpersonal skills to develop and maintain effective working relationships, and respecting a wide range of views (even when such views are contrary to the post holder)	Essential	Interview
Ability to work on own initiative	Essential	Interview
Candidates must demonstrate understanding of acceptance and commitment to the principles underlying equal opportunities	Essential	Interview



Description	Essential or desirable	Assessed through the application form or through the interview
Knowledge and understanding of effective customer care	Essential	Interview