

EAST CAMBRIDGESHIRE DISTRICT COUNCIL
JOB PROFILE

JOB TITLE:	SENIOR STRATEGIC PLANNING OFFICER	POST NO:	PLN063
REPORTS TO:	STRATEGIC PLANNING TEAM LEADER	GRADE:	SCALE 7
		DATE:	OCT 2024
SERVICE AREA:	STRATEGIC PLANNING AND DEVELOPMENT CONTROL		

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

Business Travel: Lease Car Essential User Casual User
Average annual business mileage: To be assessed Miles

Pre-employment Checks

Fraud and Corruption Checks CRB - Disclosure