



ADUR & WORTHING  
COUNCILS

## Job Description

<b>Authority:</b>	ADC/WBC
<b>Service Block:</b>	Economy
<b>Section:</b>	Planning Policy
<b>Post Title:</b>	Planning Officer
<b>Post Number:</b>	TBC
<b>Accountable to:</b>	Planning Policy Managers
<b>Management responsibility for:</b>	N/A
<b>Authority to liaise with:</b>	<p>Under the general responsibility of the Planning Policy Managers the post will be required to liaise with:</p> <p>Internal:</p> <ul style="list-style-type: none"> <li>• Members of the Councils</li> <li>• Officers of the Councils</li> </ul> <p>External:</p> <ul style="list-style-type: none"> <li>• Officers of other Local Authorities</li> <li>• Statutory consultees</li> <li>• Government Departments</li> <li>• Members of the public, residents and resident / community groups</li> <li>• Local stakeholders</li> <li>• Parish Councils</li> <li>• Local businesses</li> <li>• Agents/consultants</li> <li>• Developers</li> </ul>
<b>Meetings attended on a</b>	Under the general responsibility of the Planning Policy

<b>regular basis:</b>	Managers, the post will be required to attend a variety of internal and external meetings, some independently, including: <ul style="list-style-type: none"><li>• Planning Policy team meetings</li><li>• Specific project task groups</li><li>• Meetings with developers, agents, consultants and utilities regards development proposals</li><li>• Meetings with neighbouring authority Officers as necessary</li><li>• Local Plan Members Working Groups</li><li>• Various Officer working groups</li></ul>
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**Principal purpose of job (role summary)**

- To assist the Planning Policy Managers in carrying out the full range of planning policy work including various forms of monitoring (including Annual Monitoring Reports and housing monitoring) and progressing a variety of important documents as part of the Worthing and Adur Local Development Frameworks (LDFs). This will include working with team members and other services to promote sustainable development, secure regeneration, ensure housing and employment delivery; and conserve the built and natural environment.
- To assist in progressing a variety of planning policy documents as part of the LDFs as well as the supporting evidence studies and technical work (including sustainability appraisal) through survey, monitoring, and research work.
- To undertake GIS mapping for a range of planning documents.
- To assist in the collection and monitoring of developer contributions (S106 Agreements / Community Infrastructure Levy).
- To assist in community engagement and consultation on plans and documents.
- To assist in the production and delivery of Neighbourhood Plans, development briefs for sites/areas and other guidance notes.
- To develop a good understanding of the planning system and to provide advice to internal and external bodies, Councillors and members of the public.
- To assist in providing a planning policy input into a range of internal and external strategies and plans including Government guidance, plans produced by neighbouring authorities and those relating to a range of topic areas including housing, the economy, health, leisure, the environment and transport.
- To represent the Planning Policy Teams at workshops, meetings and exhibitions as required.

### **Main duties, tasks and responsibilities of post holder**

The Planning Policy team covers the borough of Worthing and the district of Adur and is responsible for producing some joint Adur/Worthing policy documents as well as those specific to either Adur or Worthing. It also works across the wider Economy Directorate working on joint regeneration and community wellbeing projects.

The post is to work under the overall responsibility of the Planning Policy Managers within the Policy Team on the following:

1. To help prepare sound LDF documents/ Local Plans and associated documents and the supporting evidence base in accordance with the Town and Country Planning Acts and other relevant legislation. Research, monitoring and survey work will be a major part of this responsibility. Also to undertake community engagement, help prepare evidence for public inquiries and examinations, and assist in progressing documents to adoption.
2. To assist in the collection and monitoring of developer contributions (S106 Agreements / Community Infrastructure Levy).
3. To help prepare planning guidance documents as well as development briefs for specific sites to guide and promote the development of those sites.
4. To produce digital maps and illustrations for LDF and other documents using the Councils' mapping system and other software.
5. To assist in preparing community engagement plans for planning policy documents and strategies and to participate at events, meetings and exhibitions. Also to liaise with external groups and organisations on various plans and actions.
6. To provide planning policy advice internally to other services including development management on planning applications and externally to residents, businesses and a range of stakeholders.
7. Under the responsibility of the Planning Policy Managers to advise the Council on draft planning, transport, sustainability documents and other policies produced by adjoining local authorities, the County Council, sub-regional and national bodies and liaise with those bodies.
8. Under the supervision of the Senior Planning Officers and Planning Policy Managers to be responsible for maintaining existing and setting up new systems when required for the monitoring of planning data and indicators, as well as consultee databases.
9. To assist in responding on planning policy documents produced at sub-regional, district and county levels as well as Government draft advice and

regulations.

10. Undertake all duties in accordance with Council policies, in particular those relating to Customer Care and Equal Opportunities.
11. Undertake such other duties as may reasonably be allocated to the postholder, which may involve providing assistance in any section of the department as may be required from time to time.
12. Undertake any duties regarding health, safety and welfare at work, civil contingencies and business continuity which may reasonably be allocated to the postholder as a result of legislation, codes of practice or Council policies.
13. Promote the service and Council positively at all times.

The post holder will be required to undertake such other duties as may be required within their grade and competence. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Duties will be set out in this job description but please note that the Council reserves the right to update the job description, from time to time, to reflect changes in, or to, the role. The post holder will be consulted about any proposed changes. Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description.

**Job Description agreed by:**

<b>Post holder (Print name):</b>	
<b>Signature:</b>	
<b>Date:</b>	
<b>Line Manager</b>	
<b>Signature:</b>	
<b>Date:</b>	
<b>Head of Planning and Development</b>	
<b>Signature:</b>	
<b>Date:</b>	