



ADUR & WORTHING
COUNCILS

Job Description

Authority:	ADC
Directorate:	Economy
Section:	Shoreham Harbour Regeneration Partnership
Post Title:	Planning Policy Officer
Post Number:	3254
Accountable to:	Principal Planning Officer
Management responsibility for:	none
Authority to liaise with:	<p>Internal:</p> <ul style="list-style-type: none">• Members of the Councils• Officers of the Councils <p>External:</p> <ul style="list-style-type: none">• Officers of other Local Authorities• Statutory consultees• Government Departments• Members of the public, residents and resident/community groups• Local stakeholders• Local businesses• Agents/consultants• Developers
Meetings attended on a regular basis:	<p>Under the general responsibility of the Principal Planning Officer, the post will be required to attend a variety of internal and external meetings, some independently including:</p> <ul style="list-style-type: none">• Project Board (minute taker)• Planning and Major Projects Subgroup (minute taker)• Green Infrastructure Subgroup (minute taker)• Planning Policy team meeting• Meetings with developers, agents, consultants and utilities regards development proposals
Work style	Flexible

Principal purpose of job (role summary)

- Assist the Principal Planning Officer in carrying out the full range of planning policy work including progressing a variety of important documents associated with the Joint Area Action Plan (JAAP). 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.
- Assist in the progressing of 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.
- Assist in community engagement and consultation on plans and documents.
- Assist in the production and delivery of development briefs for sites/areas and other guidance notes.
- 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.
- Represent the Shoreham Harbour Regeneration and Planning Policy teams at workshops, meetings and exhibitions as required.

Main duties, tasks and responsibilities of post holder

1. Support the adoption of a sound Shoreham Harbour Joint Area Action Plan
2. Support the delivery of proposals and projects identified in the Shoreham Harbour Joint Area Action Plan.
3. Assist in the preparation and adoption of supplementary planning documents.
4. Assist in the preparation and adoption of site development briefs and guidance.
5. Assist in the preparation and delivery of a green infrastructure strategy for Shoreham Harbour.
6. 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.
7. Provide administrative support to the Shoreham Harbour regeneration project, including organising meetings, taking minutes and project planning.
8. Provide planning policy advice, internally to other services including development management on planning applications; and externally to developers, residents, businesses and a range of stakeholders.

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

Post holder: <i>(print name)</i>	
Signature:	
Date:	
Line Manager: <i>(print name)</i>	
Signature:	
Date:	19 February 2019
Executive Head of Service: <i>(print name)</i>	
Signature:	
Date:	19 February 2019