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| Service and job specific context statement |
| **Directorate:** | Business and Environmental Services |
| **Service:** | Growth, Planning and Trading Standards |
| **Post title:** | Senior Policy Officer |
| **Grade:** | L-M (career grade) |
| **Responsible to:** | Growth and Heritage Services Manager |
| **Staff managed:** | None |
| **Date of issue:** | November 2020 |
| **Job family:** | **P&T - Professional & Technical**  |

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| Job context |
| This post sits within the Growth and Heritage Team within the Growth, Planning and Trading Standards division. The postholder will report to the Growth and Heritage Services Manager. The Growth and Heritage team is responsible for the County Council’s role in strategic policy and projects relating to Economic Development, Strategic Planning, Infrastructure and Natural and Historic Environment. This includes the preparation, influencing, monitoring and implementation of sub-regional planning policy and the County Council’s strategic policies, priorities and objectives in relation to land use, economic growth, infrastructure planning and sustainable development. The team does not have responsibility for minerals and waste planning policy and development control which sits elsewhere within the Growth, Planning and Trading Standards division. Partnership working at all levels, internally across County Council services, and externally with other local authorities, Local Enterprise Partnerships and other stakeholder organisations, is key to the way in which we operate.The post does not hold managerial responsibilities, although the professional support, guidance and mentoring of colleagues may be required from time to time. The postholder will not have responsibility as a budget holder, although awareness and advice in relation to sources of specialist external funding is required. The postholder will be based at County Hall, Northallerton, although may be required to work from other locations and flexibly as required. The post will require the undertaking of general office duties and there otherwise are no special working conditions or demands associated with the post.  |
| Job specifics |
| Postholders will be required to work to one of the three Operational Specialisms set out below. Senior Policy Officer (Strategic Policy)*Policy Development** To contribute towards, and be responsible as required for work to support, the County’s role in the preparation, influencing, monitoring and implementation of national, regional and sub-regional policy in relation to land-use planning, infrastructure planning, and sustainable development.
* To develop, monitor and review the County Council’s strategic policies, objectives and priorities in relation to spatial and strategic land use planning and sustainable development.
* To support and assist the team and services work in co-ordinating and leading upon the planning and funding of strategic infrastructure through the corporate Infrastructure Delivery Steering Group, and including through partnership working with other local authorities and agencies.
* To review policies and procedures as required by changes in national planning related legislation and regulations.

*Operational Issues* * To act as lead officer in the preparation and presentation of reports to Members in respect of land-use planning, marine planning, infrastructure planning and sustainable development matters.
* To exercise professional judgement in respect of planning policy and sustainable development matters.
* To monitor and report on strategic policy issues arising in respect of District, National Park and adjoining authority development plans and ensure that County Council objectives and priorities are delivered.
* To support, contribute towards, and be responsible as required for, partnership working with other local authorities and agencies in relation to infrastructure planning and funding matters.
* To assist and prepare briefing papers, recommendations and responses to consultations on a range of planning related documents including Local Plans and Development Plan Documents, Marine Plans, Neighbourhood Plans, and policy documents at local, sub-regional and national levels in respect of planning, strategic policy and sustainable development matters.
* To provide advice upon, and coordinate the preparation of responses to, Nationally Significant Infrastructure Projects.
* Maintain links with other local authorities, LEPs, Government departments and other networks of interest in relation to strategic and spatial planning and policy issues.

Senior Policy Officer (Economic Growth)*Policy Development** To contribute towards, and be responsible as required for work to support, the County’s role in the preparation, influencing, monitoring and implementation of national, regional and sub-regional policy in relation to economic development and growth.
* To develop, monitor and review the County Council’s strategic policies, approach and priorities in relation to economic growth.
* To review policies and procedures as required by changes in national economic development and growth related legislation and regulations.
* To promote the delivery of economic growth in North Yorkshire, including through advocacy and influencing the policies and priorities of stakeholders through partnership working.

*Operational Issues** To act as lead officer in the preparation and presentation of reports to Members in respect of economic development and growth related matters.
* To exercise professional judgement in respect of economic development and growth related matters.
* To monitor and report on strategic policy issues and investment priorities arising in respect of LEP and HCA Strategies and Plans and ensure that County Council objectives and priorities are articulated, considered and reflected.
* Maintain links with other local authorities, LEPs, Government departments and other networks on matters of economic development and growth interest.
* Support and promote the delivery of economic growth in North Yorkshire.

Senior Policy Officer (Infrastructure)*Policy Development** To monitor, review and make recommendations to the Cross-Directorate and corporate Infrastructure Delivery Steering Group for further development and refinement of the County Council’s approaches and mechanisms in relation to engagement, and partnership working, with District, Borough and National Park Authorities on infrastructure delivery to support major development projects.
* To support and assist the Infrastructure Delivery Steering Group, SPEG team, and service’s wider work in co-ordinating and leading upon the planning and funding of strategic infrastructure, including through partnership working with other local authorities and agencies.
* To contribute towards, and be responsible as required for work to support, the County’s role in the preparation, influencing, monitoring and implementation of national, regional and sub-regional policy in relation to land-use planning, infrastructure planning, economic growth and sustainable development. To review and make recommendations for refinement in relation to, approaches, procedures and mechanisms for infrastructure coordination and delivery as required by changes in national and sub-regional legislation, regulations and governance.

*Operational Issues** To maintain and disseminate to the Infrastructure Delivery Steering Group, Senior Officers, Elected Members, service, team and otherwise as required, a detailed and up-to-date intelligence in relation to the delivery of key major Strategic Development Sites across the County.
* To proactively lead, ensure and undertake collaborative working across all service areas of the County Council to identify and collate the County Council’s infrastructure provision and servicing requirements in relation to key Strategic Development Sites.
* To work with other local authorities, LEPs, Combined Authorities, and major organisations in support of the County Councils objectives in relation to the delivery of key development projects, including by representing the County Council at meetings, Steering Groups, Delivery Boards and other mechanisms as necessary.
* To exercise professional judgement in respect of infrastructure planning, delivery, and internal and external partnership working matters.
* To prepare and contribute evidence in relation to formal and informal consultations on planning policy and development management issues including under the Nationally Significant Infrastructure Planning (NSIP) regime and in relation to the provision of infrastructure and the delivery of Strategic Development Sites.
* To support, contribute towards, and be responsible as required for, partnership working and negotiation with other local authorities and agencies in relation to influencing outcomes, priorities and decisions in connection with infrastructure planning and funding matters.
* Support and promote the delivery of economic growth and sustainable development in North Yorkshire.
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| Career progression |
| This post is subject to a career graded structure at Grade L-M. Progression from Grade L to Grade M is subject to a number of requirements. A key requirement is membership or Chartered Membership of the RTPI / IEMA / IED / or a relevant organisation in relation to infrastructure planning matters. In addition to this the operational requirements and responsibilities at Grade M are higher. In summary:* Whilst significant and relevant experience in relation to the key operational specialisms outlined above are required at the level of Grade L, a greater level of experience is required for eligibility for progression to Grade M. For this, substantial experience is required and in relation to more complex and controversial matters.
* For progression from Grade L to Grade M, a higher level of competency is also required. Whilst at Grade L it is necessary to demonstrate a knowledge and understanding of the procedural and legislative requirements associated with the relevant operational specialism as outlined above, at Grade M a full knowledge and understanding is required and in relation this and other relevant issues to a level enabling the postholder to make a substantial contribution to the County Council’s work.
* For progression from Grade L to and 14, postholders are required to operate with a reduced level of management supervision. At Grade L support from the Head of Strategic Policy and Economic Growth is limited to complex issues or the resolution of particular problems; at Grade M such support will be expected to be given only in relation to substantial difficulties, with high levels of responsibility and autonomy demonstrated by the postholder in the execution of the daily duties.
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| **Structure** |



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| Job Description |
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| Job purpose | Under the management of the Head of Strategic Policy and Economic Growth to contribute to and support the development and implementation of the Council’s strategic policies, priorities and objectives in relation to land use planning, economic growth, infrastructure planning, and sustainable development. |
| Operational management | * To act as lead officer in the preparation and presentation of reports to Members in respect of land-use planning, marine planning, infrastructure planning, economic growth and sustainable development matters.
* To exercise professional judgement in respect of planning policy, economic growth, infrastructure coordination, and sustainable development matters.
* To prepare and present evidence at public inquiries and Examinations.
* To monitor and report on strategic policy issues arising in respect of District, National Park and adjoining authority development plans and ensure that County Council objectives and priorities are delivered.
* To monitor and report on strategic policy issues and investment priorities arising in respect of LEP and HCA Strategies and Plans and ensure that County Council objectives and priorities are articulated, considered and reflected.
* To support, contribute towards, and be responsible as required for, partnership working with other local authorities and agencies in relation to infrastructure planning and funding matters.
* To provide advice on, and coordinate the preparation of responses to, Nationally Significant Infrastructure Project proposals.
* To help ensure the effective delivery of Service policies, procedures and targets.
* Supporting the line manager and contributing to the Growth, Planning and Trading Standards Management Team as appropriate.
* Provide input to the preparation and delivery of the Growth, Planning and Trading Standards Service Plan.
* Maintain links with other local authorities, LEPs, Government departments and other networks on matters of interest.
* To represent the County Council at meetings with external organisations/partners at county, sub-regional, city-region, regional and national forums.
* Contribute and support effective integration of service delivery across the County Council and external partners.
* Contribute and support the provision of advice to the County Council Directorates on appropriate funding opportunities for strategic capital infrastructure.
* Support and promote the delivery of economic growth and sustainable development in North Yorkshire.
* To represent the Head of Strategic Policy and Economic Growth at meetings and other events when required.
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| Communications | * To negotiate at senior level with professional advisors to other regional and sub-regional authorities, LEPs, agencies and developers in respect of all aspects of strategic policy and economic growth.
* To act as contact/liaison providing professional advice to County Council members and local communities/interested groups in relation to regional, sub-regional and strategic issues and relevant statutory procedures.
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| Partnership / corporate working | * Actively promote and develop the Business Unit’s contribution to the County Council’s Corporate Priorities.
* Take part in and progress the corporate activities of the County Council.
* Work with other local authorities, LEPs and major organisations to achieve the County Council’s strategic policy objectives and to represent the County Council on strategic level forums, groups and meetings.
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| Resource management | * Advise upon sources of relevant external funding to support the work of the service.
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| Systems and information  | * Contribute as required to the development, implementation and monitoring of systems and the analysis and dissemination of key databases.
* Contribute to the Service’s development of e-Government systems.
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| Strategic management  | * To contribute towards, and be responsible as required for work to support, the County’s role in the preparation, influencing, monitoring and implementation of national , regional and sub-regional policy in relation to land-use planning, infrastructure planning, economic growth and sustainable development.
* To work with other local authorities, LEPs, City Regions, Combined Authorities and major organisations to achieve the County Council’s strategic policy objectives and to represent the County Council on strategic level forums, groups and meetings.
* To develop, monitor and review the County Council’s strategic policies, objectives and priorities in relation to spatial and strategic land use planning, infrastructure planning and coordination, and sustainable development.
* To develop, monitor and review the County Council’s strategic policies, approach and priorities in relation to economic growth.
* To support and assist the team and service’s work in co-ordinating and leading upon the planning and funding of strategic infrastructure through the corporate Infrastructure Delivery Steering Group, and including through partnership working with other local authorities and agencies.
* To review policies and procedures as required by changes in national legislation and regulations.
* To promote the delivery of economic growth and sustainable development in North Yorkshire, including through advocacy and influencing the policies and priorities of stakeholders through partnership working.
* Take part in and progress the corporate activities and policies of the County Council.
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| Person Specification |
| Essential upon appointment | **Desirable on appointment** |
| Knowledge* Knowledge and understanding of the issues and processes relating to the preparation and implementation of town and country and marine planning policy.
* A broad understanding and appreciation of the issues and policy frameworks relating to sustainable development infrastructure planning and environmental policy.
* Knowledge and understanding of issues and processes relating to the preparation and delivery of economic development and growth.
* A broad understanding and awareness of housing policy, issues, processes, and organisational roles in a local authority context.
* Knowledge of Local Government Structures.
* A general understanding and overview of EU and UK funding issues.
* An understanding and overview of key issues and funding programmes relating to regeneration, particularly in rural areas.
* A general knowledge and overview of economic development/regeneration policies and EU national and regional processes.
* Knowledge and ability to communicate and negotiate effectively with members, senior professionals, members of the public and local communities.
* Sound knowledge of local, regional and national government structures and working.
 | * Knowledge of IT and e-Government agenda
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| Experience* Significant post-graduate experience in planning, or economic development/regeneration /infrastructure planning and coordination.
* Significant experience of planning policy formulation, regional and sub-regional planning and environmental policy
* Experience of participating in Service Planning
* Experience of developing and managing work programmes
* Significant and relevant post-graduate experience in the public or private sectors.
* Experience of policy formulation, regional and sub-regional policy and environmental initiatives.
* Experience of corporate activities and partnership working.
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| Occupational Skills* Decision Making Skills -

Makes decisions which influence a range of actions, projects and/or people.Able to make decisions based on relevant information.Exercises professional judgement to make key decisions which have wide ranging implications.* Analytical Skills

Critically analyses diverse information presented in a variety of formats.* Health & Safety Skills

Takes responsibility for maintaining own and others’ health and safety.Challenges unsafe practice.Monitors and maintains health and safety of self and others.* Persuading, Influencing and Negotiating Skills

Effectively identifies workable solutions.Takes responsibility for and produces a range of solutions to problems.Uses creativity and innovation to generate solutions for difficult issues.Proven written and oral skills.* Project Working Skills

Manages the delivery of projects using appropriate project management techniques.* The post holder will require ability to use the following systems:

Word, Excel, E-mail, Microsoft Project or equivalent, use of internet for web-based research. |  |
| Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role* Degree level qualification in Town and Countryside Planning or in a related discipline recognised by the RTPI, IED or other relevant professional organisation.
* Membership of Royal Town Planning Institute, Institute of Economic Development or other relevant professional organisation (for progression under Career Grade structure).
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| Other Requirements* Ability to travel across the County for business purposes
* Ability to attend meetings outside of normal business hours
* Must be able to travel within the UK and Europe
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| Behaviours  | [Link](http://www.northyorks.gov.uk/article/23524/What-you-should-know-before-applying-for-a-job) |

NB – Assessment criteria for recruitment will be notified separately.
Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.