

Job Description

1. Job Title	Policy & Delivery Officer (Career Graded post)
Service Area	Economy & Culture
Service	Place-shaping & Economic Growth
Team	Policy & Place
Date prepared/Revised by	March 2022
Post accountable to	Planning Manager (Policy)
Post directly responsible for employees (number of workers)	Direct supervision: 0 Indirect supervision:
2. Main Purpose	
<p>Contributes to the delivery of a proactive and customer-focused policy and place function. Undertakes a range of planning policy work, taking responsibility for significant policy areas and co-ordinating multiple projects to ensure the effective preparation and of the implementation of the statutory development plan and other place shaping documents ensuring to enable the delivery of sustainable high quality homes and jobs whilst respecting our natural environment. Builds effective relationships with a range of stakeholders to proactively drive housing delivery and economic growth.</p>	
3. Key Contacts	
<p>Internal: Senior politicians, senior managers across the Council. External: Public bodies, developers, agents, consultants, public.</p>	
4. Main Accountabilities	
1	Delivery of a Policy & Place function that meets statutory requirements and Council objectives
2	Preparation of statutory development plan and other policy documents
3	Monitoring of planning policies to support Local Plan policy and housing delivery work streams.
4	Play a proactive role in delivering the Place-shaping & Economic Growth Service vision and demonstrating a 'One Council' approach.
5. Standard Accountability Statements	
<p>Health and Safety: You are required to comply with the council's Health and Safety Policy and to take such steps as are reasonably practicable for your own health and safety and that of your colleagues a work and those affected by your work. You must comply with your safety responsibilities and must co-operate with management in all respects for the full implementation of the council's Health and Safety Policy. Your safety responsibilities are shown on the Safety Responsibility Statement (SRS) for your post.</p> <p>Equality and Diversity: The post holder must adhere to all policies and procedures relating to equality and diversity in the workplace and provision of services.</p> <p>Learning and Personal Development: The post holder has a personal responsibility for his or her own learning and development, and will maintain up-to-date records of achievement and attendance as required. The post holder must undertake the learning and development identified in the job skills matrix, and other relevant training that is identified and agreed with their manager.</p> <p>Data Security: Harrogate Borough Council staff must, at all times, maintain personal responsibility for the safe and secure movement of data within, into and out of the authority.</p>	
Safeguarding Policy and Procedures	
The post holder will adhere to all the Council's Safeguarding Policy and Procedures	

6. Job Activities

Main duties and responsibilities relating to accountabilities identified above

As with any career graded post, there will be an increased level of work complexity, responsibility and autonomy as progression is made through the career grade. The specific type of policy work and projects allocated/undertaken by an individual Policy & Delivery Officer will therefore vary in accordance with their position on the career grade. This job description should therefore be read in conjunction with the associated competency framework.

- | | |
|-----|---|
| 1 | <u>Delivery of a Policy & Place function that meets statutory requirements and Council objectives</u> |
| 1.1 | Contribute to the delivery of a proactive and customer-focused policy and place function, which meets statutory requirements and enables delivery of sustainable, high quality homes and jobs whilst respecting our natural environment |
| 1.2 | Leads, co-ordinates and/or supports major policy strands or themes, systems and procedures to improve standards and develops consultation and implementation strategies (as appropriate to position on career grade) |
| 1.3 | Devises, leads and/or supports project teams' programme of work to ensure agreed timescales are met (as appropriate to position on career grade) |
| 1.4 | Chairs, attends and/or supports multi-disciplinary working groups and other forums (as appropriate to position on career grade) |
| 1.5 | Prepares specifications for the appointment of consultants, leads on procurement of consultancy services and manages and/or supports consultancy commissions to ensure successful delivery of outcomes within agreed budgets (as appropriate to position on career grade) |
| 1.6 | Build effective relationships with a range of stakeholders to proactively drive housing delivery and economic growth |
| 1.7 | Provides specialist policy advice on the implications of planning policy and assesses proposals for major development in relation to planning policy and negotiates for improvements. |

<p>2</p> <p>2.1</p> <p>2.2</p> <p>2.3</p> <p>2.4</p> <p>2.5</p>	<p><u>Preparation of statutory development plan and other planning documents</u></p> <p>Preparation of the evidence base, evaluation of options and formulation of planning policies and proposals.</p> <p>Preparation and presentation of appropriate reports for the purpose of formulating and reviewing development plan policy for presentation to Cabinet Member, Cabinet and Committee.</p> <p>Interprets and applies legislation, regulations and other government policy to ensure preparation of a sound plan</p> <p>Researches aspects of planning policy including organising and carrying out survey work and analysis of published information.</p> <p>Prepares and presents evidence at public examinations, local inquiries and other public meetings as appropriate</p>
<p>3</p> <p>3.1</p> <p>3.2</p> <p>3.3</p>	<p><u>Monitoring the impact of planning policies to support Local Plan policy and housing delivery work streams</u></p> <p>Maintaining accurate monitoring data to support Local Plan policy and housing delivery work streams.</p> <p>Reporting the impact of planning policies through the preparation of an annual monitoring report and housing land supply position</p> <p>Work collaboratively with housing Delivery & Strategic Sites officers and Development Management to engage with site promoters and developers to monitor progress and to encourage timely delivery.</p>
<p>4.</p> <p>4.1</p> <p>4.2</p> <p>4.3</p> <p>4.4</p> <p>4.5</p> <p>4.6</p>	<p><u>Play a proactive role in delivering the Place-shaping & Economic Growth Service vision and demonstrating a 'One Council' approach</u></p> <p>Work with colleagues to build relationships and understanding across the service and the wider Council; supporting each other to deliver excellent cross-service communication and corporate priorities in line with a shared 'one team' vision.</p> <p>Take responsibility for own work, performance, development and behaviours; using own initiative to ensure that expectations are met for the benefit of the council, our customers and our colleagues.</p> <p>Strive to deliver excellent customer service at all times, by demonstrating a customer focussed attitude as well as commercial awareness</p> <p>Contribute to service improvement work and look for opportunities to continuously improve own performance.</p> <p>Keep up to date with developments and achievements within the service and wider council, seeking opportunities to share knowledge & skills, celebrate success and to learn & improve</p> <p>Undertake any other duties commensurate with the post/grade as directed by your manager or any member of the Service Leadership Team.</p>