

## JOB DESCRIPTION

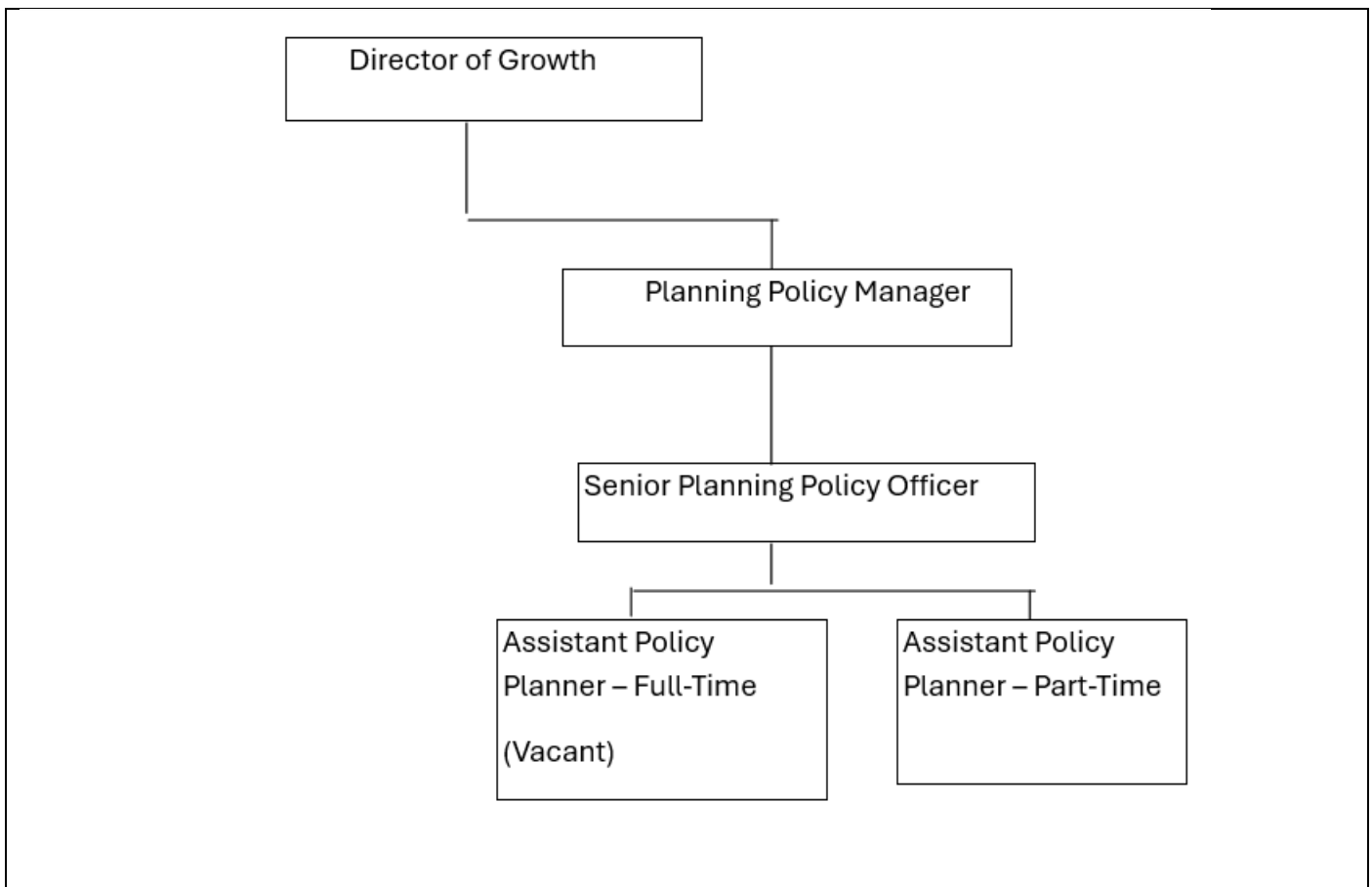
JOB DETAILS	
<b>Post title:</b>	<b>Assistant Policy Planner</b>
<b>Post grade:</b>	<b>E</b>
<b>Directorate:</b>	<b>Growth</b>
<b>Section:</b>	<b>Planning Policy</b>
<b>Reporting to:</b>	<b>Planning Policy Manager</b>
<b>Line manager:</b>	<b>No</b>
<b>Date updated:</b>	<b>July 2025</b>

MAIN PURPOSE OF JOB
<p>Participating in the preparation and review of statutory and non-statutory planning policy within the Council under the guidance of the Planning Policy Manager</p> <p>To support the Planning Policy Manager in the production Tewkesbury's development plan (including the Strategic &amp; Local Plan and Neighbourhood Plans) and its supporting evidence base.</p> <p>Managing the annual monitoring of housing and employment development including the maintenance of monitoring databases and ensuring effective reporting of data and information.</p>

SPECIFIC DUTIES
<ul style="list-style-type: none"> <li>To support the Planning Policy Manager in the preparation of the development plan for Tewkesbury Borough, including the Strategic &amp; Local Plan (SLP) and any Neighbourhood Plans. This will include assisting with the preparation of the SLP evidence base, drafting policies and guidance and undertaking specific research as required to support the progression of Development Plan Documents and Supplementary Planning Documents.</li> <li>To undertake the annual monitoring of housing and employment sites in the Borough, including gathering data on building completions and new planning permissions granted. This will involve the maintenance and updating of the housing and employment land databases and using them to produce reports; analysing the information in such a way that can be effectively reported to a wide range of audiences. This includes feeding into the Council's five year housing land supply and housing delivery test calculations.</li> <li>To prepare the annual Availability of Land Assessment to provide a record of land that has been made available for housing or employment growth and provide a high level of analysis on a site's suitability for future development. This includes preparing the Council's Brownfield Register of available sites.</li> <li>To maintain and manage the Council's Self and Custom House Building Register to provide a record of the demand for plots of land for self and custom build housing in the Borough.</li> <li>To assist with public consultation exercises as required throughout the development of the Strategic &amp; Local Plan.</li> </ul>

- To utilise the Council's GIS software to prepare mapping for the production of the Assessment of Land Availability, Plan documents and other any other planning policy related projects.
- To provide appropriate planning policy advice to other council departments, councilors, stakeholders and members of the public.
- To contribute to the on-going review of procedures within the Section and to contribute to the development of service business plans.
- To adhere to all Council Policy, in particular Equal Opportunities, and ensure that services are delivered in compliance with Health and Safety legislation and the Council's Health and Safety Policy, and ensuring that duties are pursued in a safe manner with due regard to the Health and Safety of yourself and others.
- To undertake any other duties properly assigned from time to time by the Planning Policy Manager and/or Director of Growth, which are appropriate to the grade and character of the post.
- To undertake any other duties properly assigned by the Planning Policy Manager and/or Director of Growth and to be committed to supporting the creation of a customer focus point within the Council whilst achieving excellence throughout this authority.

## ORGANISATIONAL CHART



## KEY WORKING RELATIONSHIPS

- Planning Policy
- Strategic & Local Plan (SLP) Team, including SLP Manager
- Development Management
- CIL Team/Manager
- Finance Team
- One Legal Services & Planning Solicitors
- Community Development Team / Community and Place Development Officers
- Corporate Services
- Gloucestershire County Council

## RESOURCES

No budget responsibilities.

Responsible for managing and recording the annual monitoring of housing and employment development, including the maintenance of monitoring databases and ensuring effective reporting of data and information.

## PHYSICAL DEMANDS

we are **Open and Honest**

we are **Respectful**

we are **Inclusive**

Expected to work within the office environment with some lone working from home.

Expected to work, on occasion, from the Cheltenham District or Gloucester City Council offices, as part of collaborative working with the wider SLP Team.

During periods of housing and employment monitoring, expected to lone work and drive to site visits in order to record monitoring data.

### **MENTAL DEMANDS**

Dealing with large amounts of data and information.

Managing and prioritising competing workstreams and deadlines.

Periods of lone working to prioritise and finalise individual work-streams.

### **WORKING ENVIRONMENT**

The post allows for hybrid working, i.e working from home and working from the council offices, in line with Council Policy.

In addition, on occasion, officers will be expected to attend meetings with SLP colleagues, at the Gloucester City Council and/or Cheltenham District Council offices.

During certain times of the year, officers will be expected to undertake residential and employment monitoring and this will necessitate lone working, driving to various sites within the borough.

### **ALL STAFF RESPONSIBILITIES**

To adhere to all Council Policies, in particular Equal Opportunities.

To undertake any other duties properly assigned from time to time by your line manager which are appropriate to the grade and character of the post.

To be committed to the principles of equality, diversity and the ability to treat everyone who you come in contact with dignity and respect.

Tewkesbury Borough Council is committed to the principles of safeguarding and promoting the welfare of all children, young people and vulnerable adults; therefore, all employees have a responsibility and duty of care to report safeguarding issues they become aware of or witness.

### **HEALTH AND SAFETY**

Ensuring that services are delivered in compliance with existing and new Health and Safety legislation and the Council's Health and Safety Policy and ensuring that duties are pursued in a safe manner with due regard to the Health and Safety of yourself and others.

<b>PERSON SPECIFICATION</b>			
<b>QUALIFICATIONS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASSESSMENT METHOD</b>
Minimum 5 GCSE's including Maths and English (or equivalent, e.g. O'Level, NVQ, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form
Post-graduate qualification (or working towards) in a planning subject	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form
<b>EXPERIENCE</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASSESSMENT METHOD</b>
Experience of work in a planning environment (paid or voluntary)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application Form and Interview
Experience of data collection and maintaining databases	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application Form and Interview
Experience of GIS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application Form and Interview
Knowledge and/or awareness of the Assessment of Land Availability, Brownfield Register, and Self and Custom Build Register	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application Form and Interview
Knowledge and/or awareness of five year housing land supply and housing delivery test calculations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application Form and Interview
<b>SKILLS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASSESSMENT METHOD</b>
Ability to manage own workload effectively and work independently.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Excellent Organisation Skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview

Excellent administration Skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Proficient in the use of I.T, including MS Word and Teams	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Proficient in Microsoft Excel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Interview
Research Skills	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Interview
Excellent Communication Skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Ability to effectively manage, analyse and present findings and data	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Ability to deliver projects to deadlines	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Knowledge of planning legislation and policy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Interview
<b>BEHAVIOURS / ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASSESSMENT METHOD</b>
Committed to undertaking further training to develop appropriate skills and knowledge.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Flexible and self-motivated and willing to use own initiative.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Friendly, approachable manner and works well as part of a team.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Willing to suggest new ideas and promote innovative solutions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Committed to working for an employer that values diversity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview

and equality of opportunity.			
Conscientious and committed to Quality Work.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Commitment to health and safety.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interview
Full UK Driving License.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application Form