**JOB DESCRIPTION**

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| **JOB DETAILS** | | | | |
| **Post title:** | **Principal Planning Officer (Strategic and Local Plan)** | | | |
| **Post grade:** | **Grade H** | | | |
| **Post number:** |  | | | |
| **Directorate:** | **Planning** | | | |
| **Section:** | **Planning Policy** | | | |
| **Reporting to:** | **Adam Gooch – Strategic and Local Plan Manager** | | | |
| **Line manager:** | **No** | | | |
| **Date updated:** | **August 2025** | | | |
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| **MAIN PURPOSE OF JOB** | | | | |
| To take a lead role, working with the SLP Manager, in the preparation of the Cheltenham, Gloucester and Tewkesbury Strategic and Local Plan (SLP) and any other development plan documents and associated guidance. This includes leading on projects, and working with a project team, in the development of plan policies, site allocations and supporting evidence base throughout the preparation of the Plan, including at examination in public and through to adoption.  To provide professional support and mentoring to team members within the SLP team and wider specialist colleagues, acting as a role model to less experienced team members and provide support and feedback where appropriate.    To support the preparation of any supplementary plan documents, including site-wide masterplans, as required to support the SLP and the delivery of sustainable development.    To lead conversations with elected members, other council officers, statutory consultees, stakeholders and prescribed bodies, local communities and developers as appropriate in the development of plans. This will include participating at Council meetings, Member engagement meetings, and community consultation events.    To support the planning policy teams through undertaking monitoring, to include monitoring of housing and employment sites. | | | | |
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| **SPECIFIC DUTIES** | | | | |
| To take a lead role on the preparation of robust evidence, either internally or through procurement of external expert consultants, to support plan-making and policy formulation. To undertake research and analysis that will inform and guide plan-making, undertaking critical analysis and challenging where necessary in order to ensure the best possible outcomes for our communities.  To work alongside the SLP Management Team to ensure the timely progression of the preparation of the SLP, taking responsibility for allocated projects and tasks and supporting effective partnership working between the partner authorities (Cheltenham Borough Council, Gloucester City Council, Tewkesbury Borough Council and Gloucestershire County Council).  To lead on specific projects, working with and coordinating the work of a project team, acting as one of the SLP’s principal planning specialists, including managing project progress, reporting and project risk management (working with the SLP Manager and Programme Manager as necessary).  To take a lead role in facilitating positive and ongoing engagement between the SLP councils, our neighbouring planning authorities, partners and stakeholders in considering and planning for cross-boundary matters, such as infrastructure delivery in order that the SLP authorities satisfy their requirements under the Duty to Cooperate.  To prepare clear and concise reports, and present complex material in an accessible way to elected members, senior management and stakeholders. To take a lead role in Member engagement through cross authority Member working groups and senior officer groups.  To provide professional support and mentoring to team members, both within the core SLP team and with other colleagues providing specialist support to the plan-making process.  To work collaboratively with the SLP Team and wider colleagues, including other specialist members of staff, in fulfilling statutory requirements and delivery of a sound and legally compliant SLP (and Supplementary Plans, as may be required).  To actively participate, give evidence and prepare reports relating to the Local Plan examination.  To support the SLP Manager and deputise as and when required.  To lead on community and stakeholder consultation and engagement in the development plan process, including attendance at parish and public meetings, and ensuring implementation is consistent with the statements of community involvement.  To participate in corporate, cross directorate and cross authority Member working groups and liaising with outside bodies as required. This will include offering professional advice, as well as presenting to a range of different audiences.  Ensuring that services are delivered in compliance with existing and new Health and Safety legislation and the respective Council’s Health and Safety policies and ensuring that duties are pursued in a safe manner with due regard to the Health and Safety of yourself and others.  To adhere to all Council and SLP policies, including Equal Opportunities and data protection. | | | | |
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| **ORGANISATIONAL CHART** | | | | |
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| **KEY WORKING RELATIONSHIPS** | | | | |
| This role will involve a variety of key working relationships. Primary line management is provided by the Strategic and Local Plan Manager. In addition, through the SLP partnership, there are three Planning Policy Managers, who work collectively to deliver the programme.  This role will lead on different projects, for which there will be a project team. This could include for example relating to evidence studies or policy preparation. | | | | |
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| **RESOURCES** | | | | |
| The post holder will have access to confidential information such as personal details through the SLP consultation platform. This information must be handled in accordance with GDPR requirements and the SLP Privacy Statement. | | | | |
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| **PHYSICAL DEMANDS** | | | | |
| On occasion this role will require travel around the area. For example, each year the councils undertake monitoring of housing and employment land delivery, which will require site visits to development sites. You will be provided with Personal Protective Equipment as necessary.  A driving licence is required. Tewkesbury Borough Council provide access to pool cars. | | | | |
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| **MENTAL DEMANDS** | | | | |
| The preparation of a Local Plan requires consultation and engagement with communities and stakeholders. At times this will require attendance at in-person events and having conversations with members of the public and stakeholders.  More generally, this role will involve working on multiple projects at the same time and it will be important to be bale to manage competing and changing priorities. | | | | |
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| **WORKING ENVIRONMENT** | | | | |
| This role offers to the opportunity to work in the office and at home. Through the SLP partnership, the post holder will be able to work from the offices for Tewkesbury Borough Council, Gloucester City Council or Cheltenham Borough Council. | | | | |
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| **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. | | | | |
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| **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. | | | | |
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| **PERSON SPECIFICATION** | | | | |
| **QUALIFICATIONS** | | **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT METHOD** |
| Degree in Town and Country Planning (or related subject) | |  |  | Application form |
| Chartered Member of the Royal Town Planning Association, eligible or working towards membership. | |  |  | Application form |
| **EXPERIENCE** | | **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT METHOD** |
| Working within planning policy or dealing with planning applications, ideally within the public sector. | |  |  | Application form / interview |
| Working in Development Plans and policy development. | |  |  | Application form / interview |
| Public and stakeholder consultation. | |  |  | Application form / interview |
| Geographic Information Systems | |  |  | Application form / interview |
| Giving evidence at local plan examinations and/or planning appeals | |  |  | Application form / interview |
| Knowledge of planning law and processes. | |  |  | Application form / interview |
| **SKILLS** | | **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT METHOD** |
| Geographic Information Systems | |  |  | Application form / interview |
| I.T skills | |  |  | Application form / interview |
| Ability to work independently | |  |  | Application form / interview |
| Analytical and problem-solving skills, with excellent attention to detail | |  |  | Application form / interview |
| Communicate effectively to customers | |  |  | Application form / interview |
| Negotiation skills to ensure the delivery of quality planning outcomes | |  |  | Application form / interview |
| Presentation skills, including being able to present complex material effectively to a range of audiences | |  |  | Application form / interview |
| Report writing skills | |  |  | Application form / interview |
| Excellent numerical skills | |  |  | Application form / interview |
| Project management skills | |  |  | Application form / interview |
| **BEHAVIOURS / ATTRIBUTES** | | **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT METHOD** |
| Ability to work effectively as part of a team | |  |  | Application form / interview |
| Politically aware | |  |  | Application form / interview |
| Customer focussed | |  |  | Application form / interview |
| Flexible and adaptable | |  |  | Application form / interview |
| Creativity | |  |  | Application form / interview |
| Takes personal responsibility and uses resources effectively and efficiently | |  |  | Application form / interview |
| Proactive, enthusiastic and self-motivated and able to see tasks through to a successful conclusion , including meeting challenging deadlines where necessary | |  |  | Application form / interview |
| Open to change and commitment to continuous improvement | |  |  | Application form / interview |