

## JOB DESCRIPTION

JOB DETAILS	
<b>Post title:</b>	<b>Senior Planning Policy and Mapping Officer</b>
<b>Post grade:</b>	<b>G</b>
<b>Post number:</b>	
<b>Directorate:</b>	<b>Planning</b>
<b>Section:</b>	<b>Planning Policy</b>
<b>Reporting to:</b>	<b>Strategic and Local Plan Manager</b>
<b>Line manager:</b>	<b>No</b>
<b>Date updated:</b>	<b>March 2025</b>

MAIN PURPOSE OF JOB
<p>To take an active role 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 the development of plan policies, site allocations and supporting evidence base, assisting the plans right through to examination in public and adoption.</p> <p>To take a lead role in the management and maintenance of the Geographic Information System (GIS) on behalf of the SLP, working with GIS managers and the wider SLP team.</p> <p>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.</p> <p>To engage with elected members, other council officers, statutory consultees, local communities and developers as appropriate in the development of plans. This will include participating at Council meetings and community consultation events.</p> <p>To support the planning policy teams through undertaking monitoring, to include monitoring of housing and employment sites.</p>

SPECIFIC DUTIES
<p>To assist with policy formulation and the preparation of policy documents and supporting evidence base required for the SLP and any other development plan documents, including participation in Plan examinations.</p> <p>To lead on the preparation and procurement of specific evidence, including project managing consultants or internal project teams.</p> <p>To create, manage, maintain, and update GIS data, primarily relating to the Strategic and Local Plan. In doing so, ensure data quality, accuracy and consistency, and consistency on the GIS database, including compliance with relevant data standards and regulations.</p> <p>To analyse and interpret GIS data to provide meaningful insights for evidence and policy making. Produce GIS deliverables (maps, datasets) where required in support of policy making.</p> <p>To identify and respond to spatial planning issues and prepare reports for committees as appropriate.</p>

- To assist with monitoring, information, and research requirements that will in and guide decision making.
- To assist with the provision of support to the respective Council's decision-making processes, including identification of future trends, changes in legislation and interpretation of national advice. To prepare and present reports to relevant Committees and implement decisions as appropriate.
- Work with Managers to ensure that the Local Plan policies are implemented satisfactorily including giving evidence at the Local Plan examination.
- To assist with the co-ordination of the development and timely maintenance of web pages on the respective Council's websites, GIS and related systems.
- To help facilitate community and stakeholder involvement in the development plan process in conjunction with colleagues, including organising and attending 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.

## ORGANISATIONAL CHART



## 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 also required a close working relationship with the Geographic Information Systems leads for each of the partner councils.

This role will be a part of and/or lead on different projects, for which there will be a project team. This could include, for example, relating to evidence studies or policy preparation.

we are **Open and Honest**

we are **Respectful**

we are **Inclusive**

## RESOURCES

This post holder takes responsibility for the management of Geographic Information System data.

The post holder will have access to confidential information such as personal details through the SLP consultation plat. This information must be handled in accordance with GDPR requirements and the SLP Privacy Statement.

## 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 license is required. Tewkesbury Borough Council provide access to pool cars.

## 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 able to manage competing and changing priorities.

## 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 of Tewkesbury Borough Council, Gloucester City Council or Cheltenham Borough Council.

## 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, 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>
Degree in Town and Country Planning (or related subject)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application
Chartered Member of the Royal Town Planning Association, eligible or working towards membership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application
<b>EXPERIENCE</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASSESSMENT METHOD</b>
Working within planning policy or dealing with planning applications, ideally within the public sector	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application / interview
Working in Development Plans and policy development	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application / interview
Public and stakeholder consultation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application / interview
Geographic Information Systems	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application / interview
Giving evidence at local plan examinations and/or planning appeals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application / interview
Knowledge of planning law and processes.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application / interview
<b>SKILLS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASSESSMENT METHOD</b>
Geographic Information Systems	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application / interview
I.T skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application / interview
Ability to work independently	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application / interview
Analytical and problem-solving skills, with excellent attention to detail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application / interview
Communicate effectively to customers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application / interview
Negotiation skills to ensure the delivery of quality planning outcomes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application / interview
Presentation skills, including being able to present complex material effectively to a range of audiences	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application / interview
Report writing skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application / interview
Excellent numerical skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application / interview
Project management skills	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application / interview
<b>BEHAVIOURS / ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASSESSMENT METHOD</b>
Ability to work effectively as part of a team	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application / interview
Politically aware	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application / interview
Customer focused	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application / interview

Flexible and adaptable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application / interview
Creativity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Application / interview
Takes personal responsibility and uses resources effectively and efficiently	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application / interview
Proactive, enthusiastic and self-motivated and able to see tasks through to a successful conclusion, including meeting challenging deadlines where necessary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application / interview
Open to change and commitment to continuous improvement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application / interview