

Role Profile

Part A - Grade & Structure Information

Job Family Code	10RT	Role Title	Senior Planning Policy Officer
Grade	PS10	Reports to (role title)	Minerals and Waste Policy Team Leader
JE Band	371-438	Directorate / School	Place
Date Role Profile was created	Apr-26	Service / Department	Environment and Planning
Agile	Information	<u>DBS Requirement</u>	Not Required

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	To support the Minerals and Waste Policy Team Leader and Principal Planning Policy Officer in leading and managing the development, monitoring and review of the county council's Minerals and Waste Development Framework as part of the council's statutory planning function. To support the Minerals and Waste Policy Team Leader and Principal Planning Policy Officer in leading and managing engagement with a range of statutory and non-statutory stakeholders including elected Members and SCC officers.
Work Context	<p>Part of a small Minerals and Waste Policy Team which undertakes a statutory function on behalf of SCC, ensuring the Minerals and Waste Development Framework is up to date and that council policies are implemented and monitored appropriately. The post holder will work collaboratively with officers across the directorate and with local, regional, and national stakeholders. The postholder will be required to keep abreast of relevant legislation, National planning policy and emerging issues and challenges relating to minerals and waste management development.</p> <p>The postholder will work closely with the Minerals and Waste Policy Team Leader and Principal Planning Policy Officer, and be expected to lead and manage specified projects applying planning judgement and exercising discretion with minimal supervision. The postholder should be prepared to substitute for the Principal Planning Policy Officer as required. Projects include the preparation of technically complex statutory documents including Local Development Plan policy, Authority Monitoring Report and Local Aggregate Assessment. This work will include engagement with external consultants, participating in local, regional and National forums, and ensuring compliance with statutory requirements.</p>
Line management responsibility if applicable	No direct line management responsibility, but will be required to coach, mentor and manage planning and technical support officers in the Minerals and Waste Policy Team.
Budget responsibility if applicable	N/a
Representative Accountabilities Typical accountabilities in roles at this level in this job family	<p>Planning & Organising</p> <ul style="list-style-type: none"> • Implement countywide strategies and support the development of long term planning. • Lead projects and reviews within a technical area of work to support and enhance service delivery. • Plan workloads and secure resources to enable the team/s to achieve a quality service. <p>Policy & Compliance</p> <ul style="list-style-type: none"> • Provide technical advice and recommendations within defined policy and procedures to ensure compliance with relevant legislation, policies and industry standards. • Maintain, develop and review systems, processes, procedures and working methods to maximise service delivery, quality, efficiency and compliance. <p>People and partnerships</p> <ul style="list-style-type: none"> • May manage a team operating in a specialist area or oversee the delivery of a range of support services to a service or function. • Liaise, communicate and build relationships with other internal departments, customers, partner organisations, agencies and/or contractors to support and represent the team/service. • Monitor and support the performance management and development of team members to ensure that individual contributions are maximised. <p>Resources</p> <ul style="list-style-type: none"> • Assist with budget/resource/ funding management in accordance with the organisation's policies and procedures. • May have delegated responsibility for a budget(s).

	<p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none"> • Assess or conduct analysis, presenting results and putting forward recommendations on managing more complex situations to support decision making. • Analyse and make recommendations for improvement or development of existing systems, processes or policy. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & Welfare: Responsible for ensuring health and safety policies, procedures and legislation are implemented, communicated and managed including making sure that health and safety responsibilities are fully understood and carried out by employees within their service area. .</p> <p>To have regard to and comply with safeguarding policy and procedure as appropriate.</p>
<p>Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics</p>	<ul style="list-style-type: none"> • Degree/ HNC or equivalent, or substantial relevant experience in a relevant subject. • May require a specialist technical qualification or membership of an appropriate professional institution. • Significant practical or professional experience and understanding of a specialist area or supporting service teams and/or providing support to the public. • Comprehensive understanding of subject matter, legislation, principles and practices relevant to the technical area. • May require previous management experience including staff supervision, development and organisational skills. • Proven ability to apply project management principles and techniques to manage a range of projects through to completion. • Proven ability to establish and maintain highly effective working relationships with a range of stakeholders. • Comprehensive knowledge of computerised business systems. • Proven written and oral communication with the ability to influence and work in collaboration with others. • Ability to understand, meet and exceed customer expectations. • Proven problem solving skills, and the ability to exercise high levels of initiative to devise and implement workable solutions.
<p>Details of the specific qualifications and/or experience if required for the role in line with the above description</p>	<p>Degree or postgraduate qualification in town and country planning or related field.</p> <p>Membership of the RTPI or equivalent professional body.</p> <p>Demonstrable high intellectual ability.</p> <p>Evidence of continuous learning and personal development.</p> <p>Requires political management, negotiation, influencing, and leadership skills.</p>
<p>Role Summary</p>	<p>Roles at this level typically lead and manage the work of a specialist team and/or they may hold a technically specialist professional role providing complex advice or managing specialist projects. They will use technical knowledge to audit or analyse situations and data to aid them in ensuring regulatory or technical compliance of others. They will work closely with a range of agencies and stakeholders to ensure delivery of agreed industry and service standards in a cost effective way. Forward planning could be for months ahead and the role will contribute to longer-term development.</p>
<p>Reference Number</p>	<p>BM-2026-189</p>