

*Candidate Job Pack*

# Planner / Senior Planner

(Planning Policy)





# Hastings

From the iconic ruins of Hastings Castle overlooking the English Channel to the lively cobbled streets of the Old Town lined with quirky boutiques and cosy cafes, there are a number of reasons to consider Hastings as your new place to work.

Our Muriel Matters House Office is located on the seafront within easy walking distance from Hastings Station which offers direct connections to London and Brighton.

## Why work with us?

We're committed to the renaissance of Hastings through social, economic, cultural and environmental regeneration.

We believe that a culture of equality, diversity and inclusion not only benefits our organisation but supports wellbeing and enables our people to work better because they can be themselves and feel that they belong.

We're dedicated to promoting a healthy work/life balance valuing our employees and enabling them to make a difference to the local community.

## Benefits

- 27 days annual leave (pro rata for part time staff), rising to 32 days after 5 years, 35 days after 10 years and 37 days after 15 years.
- Fully supported hybrid working arrangements for eligible roles.
- Flexible working scheme to support you in achieving a good work/life balance.
- Enhanced Paternity & Maternity leave.
- A generous local government pension provided by the Local Government Pension Scheme (LGPS).
- Lifestyle discounts provided by Pluxee with discounts from the big six supermarkets, travel companies and some of the most popular fashion and retail stores & more.
- E-Learning and development hub where you can access a wealth of resources.
- Shared cost AVCs provided by My Money Matters - <https://www.my-money-matters.co.uk/>.
- Free eye tests provided by Specsavers, including a discount off selected glasses when glasses are required solely for VDU use.
- Cycle to Work scheme.
- Discounted staff parking scheme.
- An extensive Employee Assistance Programme (EAP) provided by CareFirst to support your health and wellbeing.
- Members of staff trained as Mental Health first aiders available to listen, reassure and respond to concerns from staff experiencing mental health issues.

## **Job Description**

### **Job Title**

Planner / Senior Planner

### **Directorate**

Strategic Programmes

### **Grade**

Career Grade 5 -4

### **Reports to**

Planning Policy Manager

### **Location**

Muriel Matters House

### **Purpose of the Job**

To take a leading role in the preparation, adoption and delivery of the Council's Local Plan and the evidence base documents that underpin the Plan. Including developing Supplementary Planning Documents and assisting in the production and monitoring of the Council's Infrastructure Delivery Plan, related strategies and evidence, to support the Local Plan in order to promote high quality sustainable development within the Borough.

### **Main Responsibilities**

- To assist the Planning Policy Manager in progressing work on the production of Development Plan Documents (DPDs) in accordance with the Council's approved Local Development Scheme (LDS). This work will include the gathering and analysis of an evidence based approach.
- Carry out research into a variety of topics and prepare draft sections of local plan documents and supplementary planning documents as part of the work on the development of the Local Plan including consultation documents for officers, Councillors and the public as set out in the Council's Local Development Scheme.

- Identify any areas of work that are needed to support the development of policies for inclusion within development plan documents by preparing briefs, appointing and managing external consultants for specialist work and projects so that the results are produced on time and in a form which can be used in the preparation of local development documents as set out in the Council's Local Development Scheme.
- To assist with the preparation of consultation material, guidance and information and carry out public consultations on local plan documents and other planning policy documents including attendance at meetings and exhibitions.
- Prepare and present evidence supporting the Council's case at Examination and planning appeals.
- Assist in other aspects of the Team's work including input into cross-authority arrangements and in ensuring the Council fulfils its obligations in respect of the Duty to Cooperate.
- To provide professional input as required in to the preparation of Supplementary Planning Documents in accordance with the Council's approved LDS.
- To prepare items, briefing notes and reports to Cabinet, Scrutiny Committees, the Local Plan Project Board and the Local Plan Working Group on planning policy to allow Councillors to make informed decisions and to make sure planning policy is democratically accountable.
- Provide reports and briefing to the Local Plan Monitoring Board and assist in the monitoring of planning policies, the Infrastructure Delivery Plan and the production of the Local Plan Monitoring Report to timetable and to a high standard.
- Provide advice and guidance ensuring planning policy informs corporate decision making through the provision of responses to Development Management, Planning Enforcement and other Council officers on planning policy matters and implications in relation to specific proposals. Generally as requested, to ensure development in the Borough is in accordance with the Council's adopted planning policies.
- Represent the Council at public meetings including evening meetings when requested.

- Provide advice on and assistance to neighbourhood groups preparing or wishing to prepare Neighbourhood Development Plans.
- Assist in the supervision of the work of junior members of the team.

### **General Responsibilities**

- Participate in an annual performance appraisal based on agreed objectives that are linked to the Council's corporate objectives and priorities.
- Ensure that all duties and services provided are in accordance with the Council's Equalities and Diversity policies and procedures.
- To comply with individual responsibilities, in accordance with work role for health and safety in the workplace.
- Ensure that all duties and services provided are in accordance with the Council's Child and Vulnerable Adult Protection policies and procedures.
- All employees may be called upon to assist with a range of elections duties for the Council on an occasional basis when elections are called. Participation in elections duties is subject to the terms and conditions as determined from time to time by the Returning Officer or Central Government.
- All employees will ensure that duties and services provided are in accordance with the Council's climate change strategy and action plan.
- Undertake such other duties and tasks appropriate to the grade and character of work such as changes in information systems and new technology as may reasonably be required. Therefore, the above list of key result areas in this job description should not be regarded as exclusive or exhaustive.

The key result areas to this post are set out in this job description. It should be noted that the Council reserves the right to update the job description from time to time to reflect changes in or to the post after consultation about any proposed changes. Significant permanent changes in duties and responsibilities will require revisions to be made to this job description.

# **Person Specification**

## **Job Title**

Planner / Senior Planner (Planning Policy)

## **Service Area**

Strategic Programmes

## **Essential Requirements**

### **Qualification**

1. Educated to degree level, preferably in relevant subject area such as Town Planning, Geography, Economics, Social Policy, Environmental Studies

### **Experience/Knowledge**

2. Have a good understanding of planning or experience in policy
3. Experience of dealing with the public and organisations in an efficient, prompt, friendly and helpful manner and ability to explain complex policy matters, including in difficult and confrontational situations
4. A broad range of policy experience or a related discipline working in either the public or private sector
5. Experience of the development of new policies and contributing to the preparation of policy documents
6. Experience of undertaking research and the preparation of reports
7. Experience of providing policy advice to other officers of the Council, Councillors and to external clients
8. Experience of monitoring and analysing data

### **Personal Aptitude and Skills**

9. Numerate with good analytical skills
10. Ability to present ideas clearly and concisely in written and verbal form
11. Capable of public speaking and making presentations to a wide range of audiences
12. IT skills including Microsoft Office
13. Ability to meet tight deadlines and organise the work of others effectively
14. Have organisational skills and able to identify work priorities
15. Ability to demonstrate an understanding and use of, a variety of information sources, including maps and plans
16. Have the ability to work independently with minimal supervision
17. Be confident, patient, tactful, tolerant and able to use initiative

## **Behavioural Approach**

- 18. Innovative
- 19. Firm belief in a positive plan led approach to regeneration and economic growth
- 20. Willingness to undertake further training up to Masters level.

Further behavioural information can be found in our Staff Competency Framework.

## **Circumstances**

- 21. Able to attend evening and out of hours meetings
- 22. Hold a current valid driving licence and have access to the use of a car.

## **Desirable Requirements**

### **Qualification**

- 23. Recognised town planning qualification
- 24. Be, or be eligible to be, a Licentiate RTPI Member (For graduates of RTPI-accredited courses who are in professional spatial planning employment and would like to work towards Chartered Membership through the Assessment of Professional Competence (APC) route.) with a minimum of two years post qualification experience.

### **Knowledge**

- 25. Experience of working in a planning policy environment or related in either the public or private sector.
- 26. Public examination experience within the Local Plan context

# Career Grade Structure

## Strategic Programmes

### Planner / Senior Planner

This post is designed to be a career grade post to recognise both existing and developing skills and expertise of the postholder. The post spans two grades and successful appointment will be based upon qualifications, experience and expertise.

Progression from Planner to Senior Planner will be determined by competence level and achieving certain criteria including RTPI membership. The qualification and experience requirements for progression from one grade to the next is set out below.

The line manager will carry out formal reviews at annual intervals. Grade progression and incremental progression within each Grade will be by the Manager's recommendation in consultation with a Senior HR Advisor, incremental increases are not automatic. At each review, agreed performance criteria will be established for the next year and monitored throughout the period. There will be a right of appeal to the Chief Executive.

Salary at entry level will depend on qualification and proven experience. The post holder will commence at a certain point on the entry grade and enter the next grade when a particular benchmark has been achieved.

An individual's position within the grading will be determined by the duties and responsibilities of the post, qualifications and experience.

Please see the next page for the career grade structure for this role.

Grade	Designation Qualification requirements		Experience requirements	Grade
An individual's position within the grading will be determined by the duties and responsibilities of the post, qualifications and experience.				
5	Planner	<ul style="list-style-type: none"><li>Hold an RTPI recognised degree or equivalent RTPI recognised qualification</li></ul> or <ul style="list-style-type: none"><li>Hold a degree or equivalent in a related discipline and be willing to undertake post-graduate training to achieve an RTPI recognised planning qualification</li></ul>	<p>Minimum of 2 years recent experience of working in one or more of the following areas planning, regeneration, economic development or an environmental discipline.</p> <p>The postholder must be able to perform to a good standard in all the key result areas as set out in the Planning Officer Job Description.</p>	Grade 5 Scp 24 to 30
4	Senior Planner	<ul style="list-style-type: none"><li>Hold an RTPI recognised degree or equivalent RTPI recognised qualification. Be a chartered member or working towards chartered membership of the RTPI</li></ul> or <ul style="list-style-type: none"><li>Hold a degree or equivalent in a related discipline with senior experience in a related field and willing to undertake a post-graduate level apprenticeship in planning</li></ul>	<p>Minimum of 3 years recent experience of working in one or more of the following areas planning, regeneration, economic development or an environmental discipline at a senior level.</p> <p>The postholder must be able to perform to a high standard in all the key result areas as set out in the Planning Officer Job Description.</p>	Grade 4 Scp 28 to 33

## Health & Safety Functions

This section is intended to inform you of any health and safety responsibilities associated with the position you are applying for, as well as any potential risks you may encounter. This information will assist you in identifying any health conditions that could affect your ability to perform the job, allowing us to provide appropriate support or reasonable accommodations in the workplace if your application is successful.

Function	Applicable to role
Using display screen equipment	Yes
Working with children/vulnerable adults	No
Moving & handling operations	No
Occupational Driving	Yes
Lone Working	Yes
Working at height	No
Shift / night work	No
Working with hazardous substances	No
Using power tools	No
Exposure to noise and / or vibration	No
Food handling	No
Exposure to blood/ body fluids	No

# Values & Behaviours Framework

*What is a values & behaviours framework?*

The aim of a values & behaviours framework is to provide a set of core behaviours describing how we should approach work. It details the behaviours, attitudes and approach all employees should display in work, and in turn effects:

- How we do things
- How we treat others
- What we say and how we say it
- How we expect to be treated

The expected behaviour and values employees of Hastings Borough Council are asked to display are shown in the below diagram.



Further information on our Values & Behaviours framework can be requested from the HR Team.

## Term and Conditions

Full terms and conditions are available for candidates with provisional offers.

### Duration

Permanent Contract.

### Conditions of Service

The conditions of service for this post are for the National Joint Council (NJC) for Local Government Services.

### Grade

This post is graded: Career Grade 5 - 4

### Salary

The spinal column points for this post are as follows:

#### Grade 5:

SCP 24 - £34,314

SCP 26 - £36,124

SCP 28 - £37,938

SCP 30 - £39,513

#### Grade 4:

SCP 32 - £41,511

SCP 33 - £42,708

### Hours

The hours for this post are 37 hours per week. These will be worked within operational requirements. Starting and finishing times will be agreed with your manager. The Council operates a flexitime scheme. Details will be supplied to the successful candidate upon appointment.

### Place of Work

Your place of work will be Muriel Matters House, Hastings, TN34 3UY. This role can primarily be undertaken from the successful candidate's home address if suitable for home working. The successful candidate will be required to attend the council office in Hastings or any such other places within the boundaries of Hastings Borough as required.

### **Probationary Period**

This role has a probationary period of 26 weeks in where your suitability for the post will be assessed. During this time your progress will be reviewed and discussed with you at regular intervals.

### **Benefits allowance**

This role has a benefit allowance of £2,207 (Level 3). You will be required to travel in order to carry out your duties and your benefits allowance covers all costs of travel (including mileage & parking).

### **Annual Leave**

The annual leave year runs on a rolling 12-month basis from your continuous service date. The current minimum entitlement is 27 days. As Hastings Borough Council closes for the Christmas and New Year period you will need to retain a maximum of 4 days of your leave entitlement for this closure.

### **Pension**

We provide membership of the Local Government Pension Scheme (LGPS).

Every employee will be 'contractually enrolled' into the Local Government Pension Scheme. If you decide not to be a member of the LGPS then you have the right to opt out of the membership under the LGPS rules.

Scheme members contribute the percentage of salary as set out in the table below. We will also make an employer's contribution to the scheme.

The contribution bands with effect from 01 April 2024 are:

<b>Band</b>	<b>Actual pensionable pay for an employment</b>	<b>Main LGPS section contribution rate</b>	<b>50/50 LGPS section contribution rate</b>
1	Up to £17,600	5.50%	2.75%
2	£17,601 to £27,600	5.80%	2.90%
3	£27,601 to £44,900	6.50%	3.25%
4	£44,901 to £56,800	6.80%	3.40%
5	£56,801 to £79,700	8.50%	4.25%
6	£79,701 to £112,900	9.90%	4.95%
7	£112,901 to £133,100	10.50%	5.25%
8	£133,101 to £199,700	11.40%	5.70%
9	£199,701 or more	12.50%	6.25%

Based on the salary for this role, the contribution will be 6.5%.