

**Job Title:** Planning Policy Team Leader

**Post Number:** NEW

**Service / Section:** Regulation and Economic Development (Planning Function)

**Grade:** 7

**Overall Job Purpose:**

Inform, influence, provide expertise and support the Planning Policy Team's work programme.

**General:** To comply with the local authority's:

1. Corporate Safeguarding Policy and the safeguarding duties and responsibilities which that policy places on every employee, aligning with the core values of the Authority which includes supporting children, adults who may be at risk and their families to keep them safe and healthy;
2. policies and procedures (e.g. EU Procurement and the Council's Financial Regulations; Data Protection Act; Freedom of Information; Equalities Act 2010; Welsh Language Standards).

**Main Duties / Responsibilities:**

1. Inform and influence the development and monitoring of the local and regional Planning Policy Framework, including the Council's Local Development Plan, Strategic Development Plan and Supplementary Planning Guidance.
2. Provide expertise and support on all aspects of Planning Policy to the Council (including Senior Officers and Elected Members), external agencies, the private sector, the general public and at inquiries/hearings (either directly or through delegation to other officers).
3. Maintain an extensive knowledge of relevant planning legislation and emerging national policy context, and apply this to the Team's programmes of work.
4. Represent the Planning Policy Team at the Planning Policy Committee and other relevant internal governance meetings relating to the Local Development Plan and the associated work of the policy team.
5. Lead and co-ordinate the preparation and monitoring of a Local Development Plan for Anglesey and other relevant policy documents, co-ordinating the statutory steps involved in those processes.
6. Lead on the preparation updating and monitoring of Supplementary Planning Guidance.

7. Lead on the provision of policy advice on planning proposals, planning applications and planning appeals and enforcement.
8. Lead on the effective delivery of the Planning Policy Team's work programme.
9. Contribute to the preparation of a new Regional Strategic Development Plan.
10. Lead on preparation of the Council's response to relevant consultations by the Welsh Government (and other relevant bodies).
11. Establish and maintain effective communication and engagement with stakeholders and partners (including Elected Members, other Services, Local Authorities, statutory consultees, community groups, private groups and members of the public), providing clear and robust advice and guidance on relevant planning issues and procedures.
12. Maintain an awareness and understanding of the Planning Function's wider statutory responsibilities.
13. Consistently demonstrate professional values, standards and behaviours and develop and motivate the Planning Policy Team staff to work to their highest potential and support activities to deliver cultural change and commitment to continuous improvement.
14. Lead on the monitoring of the Gwynedd and Anglesey Local Development Plan (contributing to the preparation of relevant reports).
15. Undertake public consultations on planning policy documents
16. Manage the commissioning of any research, analyse and interpret all data and prepare background papers to inform the Council's Planning Policy priorities and activities.
17. Deputise on behalf of the Planning Policy Manager.
18. The holder of the position may be required to perform any other responsibilities as compatible with the nature of the job and its scale.

| <b><u>Person Specification:</u></b>   |  | <b>Essential (E)<br/>Desirable (D)</b> |
|---|--|--|
| <b><u>Education and Training</u></b>  |  |  |
| <b>The minimum educational requirements/professional or vocational qualifications for the post:</b>   |  |  |
| <ol style="list-style-type: none"> <li>1. Degree in the planning field or related discipline.</li> <li>2. Working towards Full (Chartered) membership of the Royal Town Planning Institute.</li> </ol>        |  | <b>E</b>                               |
| <b>Any specific training required for the post including Certification:-<br/>none</b>   |  | <b>D</b>                               |
| <b><u>Key Competence Requirements</u></b>   |  |  |
| <b>Job related knowledge:</b>   |  |  |
| <ol style="list-style-type: none"> <li>1. Thorough and broad knowledge and understanding of Planning legislation, procedures and processes (specifically in relation to the planning policy area).</li> </ol> |  | <b>E</b>                               |

|   |   |
|---|---|
| 2. Experience of contributing to the development of a Local Development Plan.   | E |
| 3. Awareness and understanding of National planning performance indicators and targets.   | E |
| 4. Understanding of the relationship between Planning and other Council Service areas.  | E |
| <b>Specific skills:</b>   |   |
| 1. Ability to operate and move between strategic and operational level thinking to implement planning policy to deliver positive outcomes for the Island. | E |
| 2. Ability to lead, manage and develop people to improve performance.   | E |
| 3. Ability to drive performance and improvement.  | E |
| 4. Ability to challenge and influence established beliefs and behaviours.   | E |
| 5. Excellent verbal and written communication skills in both Welsh and English.   | E |
| 6. Proficient in research, analysis and monitoring  | D |
| 7. Budget profiling and monitoring skills.  | D |
| 8. Ability to communicate effectively with the public, elected members and other stakeholders.  | E |
| 9. Ability to work with other organisations including the Welsh Government, other Local Authorities and the private sector.                               | E |
| 10. Exercising considered judgement in the provision of advice/recommendations  | E |

### Language Requirements:

| Welsh Language Skills (Please see the skills framework attached)   |                                     |                                     |                                     |                                     |                                     |  |
|--|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--|
| <b>Listening<br/>(Tick One)</b>                                    | Level 0<br><input type="checkbox"/> | Level 1<br><input type="checkbox"/> | Level 2<br><input type="checkbox"/> | Level 3<br><input type="checkbox"/> | Level 4<br><input type="checkbox"/> | Level 5<br><input checked="" type="checkbox"/> |
| <b>Reading<br/>(Tick One)</b>                                      | Level 0<br><input type="checkbox"/> | Level 1<br><input type="checkbox"/> | Level 2<br><input type="checkbox"/> | Level 3<br><input type="checkbox"/> | Level 4<br><input type="checkbox"/> | Level 5<br><input checked="" type="checkbox"/> |
| <b>Speaking<br/>(Tick One)</b>                                     | Level 0<br><input type="checkbox"/> | Level 1<br><input type="checkbox"/> | Level 2<br><input type="checkbox"/> | Level 3<br><input type="checkbox"/> | Level 4<br><input type="checkbox"/> | Level 5<br><input checked="" type="checkbox"/> |
| <b>Writing<br/>(Tick One)</b>                                      | Level 0<br><input type="checkbox"/> | Level 1<br><input type="checkbox"/> | Level 2<br><input type="checkbox"/> | Level 3<br><input type="checkbox"/> | Level 4<br><input type="checkbox"/> | Level 5<br><input checked="" type="checkbox"/> |
| English Language Skills (Please see the skills framework attached) |                                     |                                     |                                     |                                     |                                     |  |
| <b>Listening<br/>(Tick One)</b>                                    | Level 0<br><input type="checkbox"/> | Level 1<br><input type="checkbox"/> | Level 2<br><input type="checkbox"/> | Level 3<br><input type="checkbox"/> | Level 4<br><input type="checkbox"/> | Level 5<br><input checked="" type="checkbox"/> |

|                                |                                     |                                     |                                     |                                     |                                     |  |
|--------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--|
| <b>Reading<br/>(Tick One)</b>  | Level 0<br><input type="checkbox"/> | Level 1<br><input type="checkbox"/> | Level 2<br><input type="checkbox"/> | Level 3<br><input type="checkbox"/> | Level 4<br><input type="checkbox"/> | Level 5<br><input checked="" type="checkbox"/> |
| <b>Speaking<br/>(Tick One)</b> | Level 0<br><input type="checkbox"/> | Level 1<br><input type="checkbox"/> | Level 2<br><input type="checkbox"/> | Level 3<br><input type="checkbox"/> | Level 4<br><input type="checkbox"/> | Level 5<br><input checked="" type="checkbox"/> |
| <b>Writing<br/>(Tick One)</b>  | Level 0<br><input type="checkbox"/> | Level 1<br><input type="checkbox"/> | Level 2<br><input type="checkbox"/> | Level 3<br><input type="checkbox"/> | Level 4<br><input type="checkbox"/> | Level 5<br><input checked="" type="checkbox"/> |

### **Position in the Organisation**

**Reports to:** Planning Policy Manager

**Staff Supervised:** Up to 2 members of staff within the Planning Policy team in the absence of the Policy Manager

### **Working Arrangements and Conditions**

**Working Week:** Any 5 out of 7 Monday – Sunday

**Contracted Hours:** 37

**Identified Work Base:** Council Offices, Llangefni. You may, however, be required or permitted to work anywhere within the Council's area on a permanent or temporary basis without additional time or payment for doing so.

The Isle of Anglesey County Council are currently piloting a post-Covid Hybrid Model of working for most office based roles, which means you have the opportunity to combine working within an office environment alongside working from home.

### **Flexibility**

Your attention is drawn to the fact that in some cases particular duties and responsibilities are difficult to define and may vary from time to time without changing the general character of the duties and level of responsibilities entailed. In addition, it is a requirement of all employees that they accept elements of flexibility in duties and responsibilities and when necessary interchange within the organisation which will meet the changing needs and demands of the service. Such a requirement will enable the particular expertise of the post-holder to be developed and maximised to the mutual benefit of both employer and employee.

**Date of preparation of this job description document: October 2022**

## Language Skills - Workplace Assessment Levels

### (i) Listening:

|   |   |
|---|---|
| 0 | No skills   |
| 1 | Able to understand basic enquiries in Welsh /English  |
| 2 | Able to understand a basic social conversation in Welsh / English                           |
| 3 | Able to follow routine conversations involving work between fluent Welsh / English speakers |
| 4 | Able to follow the majority of conversations involving work including group discussions     |
| 5 | Able to understand all conversations involving work   |

### (ii) Reading:

|   |  |
|---|--|
| 0 | No skills  |
| 1 | Able to read basic words and phrases, e.g. signs or short and simple notes |
| 2 | Able to read basic material involving work (slowly)                        |
| 3 | Able to read routine material with a dictionary                            |
| 4 | Able to read the majority of material in own area                          |
| 5 | Able to understand all material involving work                             |

### (iii) Speaking:

|   |  |
|---|--|
| 0 | No skills  |
| 1 | Able to conduct a general conversation [greetings, names, saying, placenames]                                |
| 2 | Able to answer simple enquiries involving work   |
| 3 | Able to converse with someone else, with some hesitancy, regarding routine work issues                       |
| 4 | Able to speak the language in the majority of situations using some Welsh / English words                    |
| 5 | Fluent – able to conduct a conversation and answer questions, for an extended period of time where necessary |

### (iv) Writing:

|   |   |
|---|---|
| 0 | No skills   |
| 1 | Able to write basic messages  |
| 2 | Able to answer simple correspondence with assistance  |
| 3 | Able to draft routine text, with editing assistance   |
| 4 | Able to prepare the majority of written material related to the area, with some assistance in terms of revision |
| 5 | Skilled – able to complete written work without the need for revision   |