

Senior Planning Officer— Grade 12

We are a large Metropolitan district authority which includes the thriving University town of Huddersfield and the stunning Pennine countryside. We have diverse towns and villages ranging from Dewsbury at the edge of Leeds to Holmfirth at the edge of the Peak District.

At Kirklees we are expecting big changes. Our newly adopted Local Plan sets ambitious housing and employment targets which we are excited to achieve. We know we need to deliver new homes and jobs to create the communities of the future and cement our position in the Leeds City Region. We want our buildings and spaces to be of high quality and are looking to take the opportunities to improve quality through the implementation of the Local Plan by producing a series of Area Action Plans, Supplementary Planning Documents and Development Management guidance. We recognise there are challenges ahead in implementing the Local Plan not least in balancing the expectations of growth with our vibrant local communities, the infrastructure requirements and our quality landscapes.

At Kirklees we want to be innovative and creative in the way we work to deliver our services to our communities so we are always looking for better and smarter ways to work. This is why the Planning Policy part of the service needs forward thinking and driven individuals to take us forward on our new journey.

The Job

Reporting to the Team Leader you will be responsible for leading projects such as the production of Supplementary Planning Documents including writing tender briefs to support the work where further evidence is required.

Following the implementation of the Local Plan a range of planning policy documents are required to assist with implementing the plan. Your ability to take opportunities to ensure an effective policy framework through project management of policy formulation and implementation is important to us, alongside sound project management and leadership skills. You will also have a key role in the review of the Local Plan.

You will be an ambitious planning professional who can demonstrate the qualities, leadership potential and project management experience and rise to the challenge of dealing with this role.

Your role will include leading complex policy projects, providing advice to Development Management on complex planning applications and acting as the Council's expert witness at appeals as well as supporting the Team Leader and deputising in the day to day management of the Team. You will also be asked to mentor and support the junior members of staff and to contribute towards service improvement initiatives.

We can provide the challenges if you are looking for the next step in your career we can offer fantastic experience and the challenges.

Job Checklist

- Project manage significant and complex projects across the district to facilitate the implementation of the Local Plan, monitor its effectiveness and support future Local Plan reviews.
- Seek to add value to projects and support for development management through advice, process management and timely decision making.
- Manage the delivery of effective and timely preparation and presentation of evidence and reports to elected members
- Contribute to and support negotiations on the content of emerging planning policy documents and contribute to Development Management meetings in connection with planning proposals.
- Represent the Council as required at public Inquiries, Informal Hearings and meetings including deputising for the Team Leader.
- Input into service improvement initiatives
- Support the team leader in day to day management, mentor junior staff, help maintain and improve service performance.
- Other duties required in line with the grading of this post

Please click [here](#) to see your responsibilities related to safeguarding

The Person

We need our employees to be driven to achieve the best, to be hard working, respectful and thoughtful to each other and our customers and to be creative, wherever they work and to go the extra mile.

As well as demonstrating extensive planning policy experience we want you to be able and willing to assist the Team Leader in day to day management of the team, including, allocating, determining applications and enquiries and assisting in the management of staff.

You will be expected to think strategically and creatively to achieve the challenges ahead. It is important to understand the local political environment.

Being able to influence and negotiate to achieve high quality policy outputs is important.

You will be focused on creating positive outcomes but ensure we perform well by meeting our local and national targets.

You will be expected to encourage dialogue between the service and consultees and Councillors to achieve these aims.

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible
- Communicative
- Supportive

This role is at level 2. Click [here](#) to find out more

Person Checklist

- A relevant professional qualification
- Membership of the RTPI
- Extensive experience in planning policy particularly in connection with complex planning policy work areas and advising on development proposals.
- Substantial experience of policy formulation from initial evidence gathering to adoption and review
- Proven ability to manage complex projects using project management tools and techniques
- Proven ability to lead a small project team
- Knowledge and experience of supervising and managing staff.
- In depth and extensive knowledge of the latest national planning policy, guidance and procedures.
- Ability to effectively communicate complex and sensitive information to a range of both technical and non-technical audiences.
- Be experienced at working in a sensitive political environment.
- Have substantial knowledge and experience of preparing and presenting evidence at public inquiry or examination.
- Operational knowledge of the preparation of tenders and specifications

This Role Profile is intended to provide an understanding and appreciation of the responsibilities of this particular job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

For Recruitment Purposes: In order to be considered for this role you will need to have a substantive role in the Planning Service.