



# Assistant Planner/Planner – Planning Policy - Grade 6-10

## Job Purpose

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 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 further our potential in the Leeds City Region whilst ensuring the creation of high-quality places. Simultaneously, we need to address the challenges of climate change and support the implementation of our ambitious programme for the regeneration of our town centres.

We are seeking an Assistant Planner / Planner to work within the Council's Planning Policy team. We have responsibility for the preparation, implementation, and review of the Council's statutory development plan documents, as well as providing appropriate policy guidance to internal and external customers, neighbourhood planning and land use monitoring. This role will work as part of a team and provide an efficient, friendly, and effective service to meet statutory and service requirements.

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. Therefore, the Planning Policy part of the service needs forward thinking and driven individuals to take us forward on our new journey.

To be read in conjunction with the Assistant Planner/Planner – Grade 6-10 Job Profile.

## Key areas of Responsibility

The role needs to ensure:

- Allocated projects are managed to effectively deliver formal or informal policies that are robust and fit for purpose.
- Monitoring systems are developed, maintained, managed regularly updated with collaborative working as necessary.
- Relevant policy options are identified and evaluated, and policy statements are developed for inclusion in the development plan documents.
- A proportionate contribution is made to reviewing the Council's Local Plan.
- Accurate and informative policy guidance is provided, based on the content of the plan, including interpretation of planning guidance and legislation all relevant internal and external parties as required, including members of the public, developers, and other Council services.
- Research and quality analysis is undertaken as required to support the preparation and review of the Local Plan and development plan documents.

- Formal and informal policy statements, development briefs etc. are produced in response to Council requirements and changes in national or regional policy.
- Support is provided to the public inquiry and hearings process with relevant and robust evidence prepared and presented as required.
- The service is professionally represented at meetings as delegated by the Team Leader/Senior Planning Officer, including meetings with elected members.

## Employee Specification

Knowledge, qualifications, skills, and experience	Shortlisting criteria
A degree in Planning or related subject and/or experience in the field.	Essential
Knowledge of procedures and elements relating to the preparation, implementation, and review of development plans, including Neighbourhood Plans	Essential
An understanding of the role of information systems which support the development plan process (e.g., Housing Land, Employment Land, Open Space, consultations etc.)	Essential
Knowledge of national, regional, sub-regional and local planning policy and legislation.	Essential
Ability to respond effectively to basic information requests concerning statistics/data, current development plan policy and the development plan preparation process	Essential
Ability to complete personal workload to agreed timescales and standards	Essential
Ability to use Planning Service's IT systems	Essential
Ability to provide policy advice on planning applications and pre-application enquiries to Development Management &/or other parts of the Planning Service, the general public, developers, and other Council Services	Essential
This job requires you to work flexible hours, including occasional evenings and weekends.	Essential
Travel is an essential part of this job and therefore it would be extremely difficult for you to do your job effectively if you did not use a car for all or most of the time. It is essential that you hold a full and valid driving licence, and it is expected that you will either use a council vehicle or your own car.	Essential
Membership of the Royal Town Planning Institute or equivalent	Desirable

## For Office Use Only:

Job Category	Planning Services	Grading ID	26881 26882 26883
Job ID	80100864	Last Updated	January 2021
Job Focus	Yes	Career Progression	Yes

## Contractual Variants

DBS Category	No	DBS Type	No
Health Check	No	Politically Restricted	No
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No
Checked by HR	M Lunn		