



Job Description

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St. Helens Council

Post:	Planning Officer (Policy)
Department:	Place Services
Grade:	SCP 26-28
Responsible to: (Planning Policy)	Principal Planning Officer (Policy)
Purpose of the Post:	To assist the Development Plans Manager in the preparation and implementation of planning policy

Duties and Responsibilities:

1. To be responsible for the collection, organisation and evaluation of information required to support policy development.
2. To be responsible for the preparation, monitoring and review of statutory and non-statutory planning policies including the drafting of all relevant documents.
3. To provide policy advice on relevant planning applications.
4. To advise the public, elected members, outside organisations and other professionals on planning policy matters.
5. To give evidence at planning appeals and examinations in public.
6. To represent Development Plans on Corporate Working Groups.
7. To represent the Local Authority on Inter-Authority Working Groups.
8. To be responsible for managing projects and contracts, including financial accessibility.
9. To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.
10. To be responsible for the implementation of the Council's Health and Safety Policy and associated safe working procedures and guidelines. To contribute towards the identification and management of risk within the service area.
11. To communicate the Health and Safety Policy, procedures and guidelines to all employees and contractors under the management/supervision of the post holder. To monitor compliance with the policy, procedures and guidelines, keeping appropriate records as required.



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12. To comply with the Council's Comprehensive Equality Policy and ensure that it is implemented within the service area and amongst employees within the remit of the post.
13. To be responsible for the implementation of the Council's Human Resource policies and procedures including Employee Relations, within the remit of the post.
14. To comply with the Council's Data Protection Policy and Code of Practice within the service area and amongst employees within the remit of the post.
15. To comply with the Council's Code of Conduct a fundamental aspect of which are "the Seven Principles of Public Life", and to conduct oneself with the highest standards of conduct that they require. To ensure that the code and required standards of conduct are maintained amongst employees within the remit of the post.

This post is not subject to Disclosure.

This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989 (as amended).

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the post holder/s at the appropriate time.

Date Prepared: May 2018

Date reviewed: June 2019