

Job Description



1 Job details

Job title:	Policy Officer
Team:	Policy and Conservation
Directorate:	Strategy and Planning
Post number:	TBC
Hours per week:	Up to 37
Grade:	Band 7
Base:	Lymington Town Hall, Lymington
Accountable to:	Policy and Conservation Manager
Responsible for:	No line management responsibility
Budget Responsible Officer (BRO):	No
Car user:	Casual
Politically restricted:	No
Does this post involve working with children and/or vulnerable people?	No
Membership of professional body required:	Yes – RTPI membership is desirable
Key liaisons:	<ul style="list-style-type: none">• New Forest National Park Authority (NPA) staff• NPA members• Partner organisations• Neighbouring planning authorities• Statutory consultees• Government departments

2 Role summary

- 2.1 To provide specialist support on all aspects of planning policy – including the review and implementation of the National Park Local Plan, the minerals & waste planning policy framework for the National Park, supplementary planning documents and the preparation of neighbourhood plans by local communities. There will also be opportunities to contribute to the delivery of the New Forest National Park Partnership Plan, working with local communities and partners.

3 Main duties and responsibilities

- 3.1 To support the statutory planning and wider policy work of the NPA.
- 3.2 To provide technical advice in respect of planning policy including:
- Assisting in the preparation and implementation of the New Forest National Park Local Plan, supporting documents, appropriate objectives within the National Park Partnership Plan and other key documents
 - Responding to a range of consultations of national, regional and local significance
 - Producing briefings and reports for the NPA

- 3.3 To represent the NPA with partners and statutory bodies at joint authority and agency meetings and at local, regional and national planning professional meetings and interest groups.
- 3.4 To participate in project teams preparing joint planning documents with neighbouring planning authorities and other partners.
- 3.5 To develop and support stakeholder and partnership working including facilitating ongoing liaison arrangements with appropriate bodies (particularly local authorities).
- 3.6 To formulate programmes of research and survey work to assist in developing and monitoring implementation of local planning policy documents and the National Park Partnership Plan.
- 3.7 To operate in an efficient, effective and customer-friendly way that meets all relevant government, professional and other performance standards.

4 Problem solving

- 4.1 Develop, interpret and apply new concepts and ideas in planning policy.
- 4.2 Manage change and develop partnerships with partners and stakeholders effectively.
- 4.3 Understand new procedures and practices within area of expertise, requiring in depth research and working with stakeholders and other authorities. More complex problems are referred to the line manager.
- 4.4 A commitment to the highest standards of customer care, and to the achievement of professional and timescale targets will often require an appropriate prioritisation of work and the need to manage workload in an effective manner.

5 Decision making

- 5.1 Contribute to defining and implementing NPA policy and approach as well as having responsibility for developing research projects.

6 Operational responsibility

- 6.1 Responsibility as part of the team for the delivery of planning policy within the quality standards, timescales and budget set out in the service plan, or as instructed by the Policy and Conservation Manager.

7 Communication

- 7.1 Oral presentation skills to represent the NPA effectively at public meetings, professional events and operational activities and to deal with customers and partners who may not be entirely familiar with the planning process.
- 7.2 Written skills using plain English in reports and correspondence to set out a clear, concise and logical approach to assist decision-makers to reach appropriate conclusions when dealing with finely balanced or complex issues.
- 7.3 Negotiation skills with the public and partners, objectors, NPA members, other agencies and other staff.
- 7.4 Inter-personal skills with a wide range of staff throughout the NPA and with a diverse range of partners including NPA members, town and parish councils, local businesses, local community groups, government officials, professional representatives, the media and the general public.

8 Working conditions

- 8.1 The majority of the work is home/office-based, though there will be occasional travel to site visits and meetings. Work outside normal office hours will be required on occasions.
- 8.2 The position may involve contact with people with differing views to the NPA's objectives.

9 General

- 9.1 The post holder must at all times carry out their responsibilities with due regard to NPA policy and procedures.
- 9.2 All staff have a responsibility to participate in the NPA appraisal scheme and to contribute to their own development, and the development of any staff they appraise or are responsible for.

10 Job description agreement

- 10.1 The above Job Description is not intended to be exhaustive, the duties and responsibilities may therefore vary over time according to the changing needs of the service.

**Job holder's
signature:**

Date

**Manager's
signature:**

Date

Person Specification

Policy Officer

Criteria	Essential	Desirable	Assessed by
Education / qualifications			
A degree in planning or related subject (or equivalent) with demonstrable relevant professional experience	Y		A
Membership of the RTPi		Y	A
Experience			
Varied background in planning (both policy and development control)		Y	A / I
Project/contract management skills and experience		Y	A / I
Proven ability of working with local stakeholders		Y	A / I
Proven ability to develop and maintain effective joint working relationships with representatives of local, regional and/or national bodies from the public, private and/or voluntary sectors	Y		A / I
Presenting and public meeting	Y		A / I / T
Experience in rural land management issues in the national park policy context		Y	A / I
Knowledge			
Knowledge of UK protected areas		Y	A / I
Good knowledge of evolving planning legislation		Y	A / I / T
Knowledge and understanding of public sector bodies particularly local authorities		Y	A / I
Knowledge of the development plan process for England including minerals and waste planning, statutory regulations, policy guidance and planning law procedures		Y	A / I
Skills			
Good analytical skills and a good organiser	Y		I / T
Excellent communication skills, both written and oral, demonstrating an understanding of audience needs	Y		A / I
Self-motivated, with the ability to work independently and use initiative when required	Y		A / I / T
Able to work under pressure and meet tight deadlines	Y		A / I
Strong IT skills	Y		A / I
Impact and attributes			
Public and political awareness in sensitive situations	Y		A / I

Evidence assessed by key:

A = Application form

I = Interview

T = Test / assessment / presentation