

<b>RUSHCLIFFE BOROUGH COUNCIL</b>	
<b>DEVELOPMENT AND ECONOMIC GROWTH – PLANNING POLICY</b>	
<b>JOB DESCRIPTION</b>	
<b>PLANNING POLICY OFFICER</b>	
Grade: LS 14 - 10	Post Number: 1304
Responsible to:	Planning Policy Manager
Responsible for:	Undertaking day to day planning policy work in association with other members of the Planning Policy team.
Job Objective	To be responsible for undertaking planning policy and related work associated with the Local Plan function of the Council. Progression to LS10 will be subject to achieving membership of the Royal Town Planning Institute.
Main duties & responsibilities	To assist with the preparation, monitoring and presentation of evidence for the Local Plan and other planning policy functions.
	Ensure the integration of planning policy work with other relevant Council functions.
	Prepare and where necessary present reports to Council committees on planning policy and related matters.
	Represent the Council at meetings and exhibitions as required.
	To liaise with other bodies to ensure that the Council's interests are properly represented.
	Provide assistance and advice on planning policy matters to other Council departments.
	Deal with correspondence and enquiries from the general public and preparing Planning Policy related reports and studies.
	To monitor and evaluate performance of the Council's planning policies and to maintain effective monitoring systems.
	To monitor Planning Policy budgets where necessary.
	To support the Council's Strategic Housing function in the delivery of affordable housing.
	To observe the requirements of all relevant legislation including Equal Opportunities, Health and Safety and Data Protection.
	To carry out such other duties of a similar nature as directed by the Director of Growth and Economic Development.
Approved by: Planning Policy Manager .....	
Date: March 2025	