

# Job Description

## Section A: Job Profile

### Job Details

Job Title:	Principal Strategic Planner (Technical Lead)
Salary:	
Grade:	G13
Hours:	37 per week. We are open to discussions about flexible working.
Team:	
Service Area:	Planning, Environment and Climate Change (within Environment and Place)
Primary Location:	County Hall, Oxford OX1 1ND.  Please note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working. What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based. Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process.
Budget responsibility:	No
Responsible to:	
Responsible for:	Providing supervision to Strategic Planners in the team in their day-to-day work
Political Restricted Post:	Not a restricted post

### Job Purpose

The purpose of this job is to work with the Head of Service and Operational Manager to ensure the County's priorities and statutory requirements are secured in strategic development sites, Local Plans, Neighbourhood Plans and other planning documents in Oxfordshire, neighbouring authorities and other regional and national strategic bodies.

The role will be a technical expert within the Council in relation to strategic planning. The Principal Strategic Planner will be responsible for ensuring that all relevant County Council policies and procedures are adhered to and concerns are raised in accordance with these policies.

As Principal Strategic Planner, the post holder will be accountable for the following activities: -

- Have a leading role in liaison with district council's, other technical teams to provide strategic planning advice to support the sustainable development of Oxfordshire.
- Providing significant technical advice to colleagues in relation to strategic planning.

- Ensure opportunities for providing chargeable advice at pre-application and application stage for a range of planning proposals, focusing on the largest strategic sites in the County are maximised.
- Supporting and enabling colleagues across Strategic Planning, including providing specialist advice, training and support to colleagues.

To work with Staff, Members, Partners and Suppliers to ensure the delivery of required outcomes, in a consistent way, using the right skills and the most appropriate delivery methods.

To drive continuous improvement so we can be even more ambitious for our organisation and communities in the future.

To support our Organisation, People and Partners to look forward, using analysis and evidence to inform plans, manage risks appropriately and apply insight to ensure the delivery of effective services for our local people.

To learn and adapt to deliver positive outcomes in efficient and consistent ways, constructively challenging how services are provided and working together to build on our strengths.

The postholder will be expected to act as a specialist technical advisor to the Directorate on matters of strategic planning and sites.

The role will require working with members of the Senior Leadership Team, other Senior Officers, Members, Suppliers, Communities and other Partners, therefore being able to build working relationships and effectively communicate complex, professional advice is vital.

## Job Responsibilities

### Technical/Knowledge Leadership

- To act as the centre point of technical expertise on Providing professional planning advice to developers, the District and City Councils and members on the County Council's requirements for emerging local planning policy and strategic planning applications to ensure the necessary infrastructure and services are secured (either directly or through financial contributions) to mitigate housing and employment proposals, as well as shaping future planned growth and development sites in line with the County's climate, healthy place shaping and Local Transport and Connectivity Plan priorities.
- Responsible for co-ordinating, and briefing members and senior management on, County Council input into the preparation of Local Development Plans, their associated documents, and other planning documents such as Supplementary Planning Documents and Neighbourhood Plans.
- Provide supervision to Planners and other staff in the team in their day-to-day work.
- Raise the profile of the Council in relation to strategic planning by attending local and national forums and promoting the work of the Council across a range of media and communication channels.
- Reviewing/providing quality assurance in relation to the technical work of colleagues
- Embed a culture of continuous improvement, building skills and knowledge amongst staff across the strategic planning functional area.

### Relationships and Stakeholder Management

- Act as lead contact for liaison with the relevant Districts or City on planning matters
- To build and promote relationships across the Council, its Suppliers and other Partners while delivering effective and consistent services, which represent value for money.
- Engage with staff and stakeholders to shape and agree priorities and objectives in line with the service plan and relevant corporate policies and external legislation.

- To contribute to the development of advice, written reports and briefings relating to strategic planning activity to Members, both Council's Leadership Team, Programme Boards, Committees, MPs, and other stakeholders as required.

#### Technical / Professional Skills

- Liaise with other County Council staff and provide professional advice to developers as part of the County Council's input to pre-application discussions on strategic development proposals as required, including through the use of Planning Performance Agreements.
- Negotiate with developers and the District and City Councils at master-planning, applications and S106 stages of planning to ensure the right infrastructure (for example a school) is located in the right place and is adequately funded.
- Being responsible for an assigned area and / or sites and review the County Council's co-ordinated responses to consultations on strategic development proposals and proposals which might proceed to a Development Consent Order and provide further strategic advice where required. The County Council's responses to planning applications include heads or terms for S106 financial contributions or direct delivery of infrastructure that must meet the relevant CIL tests.
- Contribute to statutory documents related to planning and housing published by local, regional and national bodies.
- Contribute to other projects as required.
- Any other duties as may be deemed necessary to carry out the full remit of the role.

## **Our Values**

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe 'the way we do things here' so that we deliver great services for our residents. Our values are:

- Always learning
- Be kind and care
- Equality and integrity in all we do
- Taking responsibility
- Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

## **Section B: Selection Criteria/Person Specification**

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

<b>Essential Criteria</b>	<b>Assessed By:</b>
Postgraduate degree in Town Planning, accredited by the Royal Town Planning Institute and at least 5 years experience OR undergraduate degree related to planning and substantial relevant experience (at least 10 years).	A
Member or eligible for membership of the Royal Town Planning Institute	A / I
Ability to analyse and assimilate data quickly and use it accurately to influence outcomes	A / I
Significant track record of delivering complex technical work involving planning policy and strategic planning projects	A / I
Excellent presentation and communication skills, verbal, written and in formal public settings. Excellent report writing skills. Able to communicate clearly and to translate complex issues into simple language which is accessible to the general population	A / I
Ability and skill to make important technical decisions affecting planning matters	A / I
Ability to use own judgment in a range of situations, dealing with complex case issues and sensitive situations	A / I
Excellent negotiation skills, with the ability to prepare clear and concise reports	A / I
Ability to present work professionally, concisely and to a wide range of audiences	A / I
Ability to prioritise, work independently and make frequent decisions on area of expertise and exercise initiative without ready access to more senior management.	A / I
Up-to-date knowledge of current UK planning law and Government guidance	A / I
Understanding and experience using data, insight and performance measures to assess the impact of services and inform decisions and to improve outcomes.	A / I
Proficient in MS Office skills (Word, Outlook, Excel etc.)	I
<b>Desirable Criteria</b>	<b>Assessed By:</b>
Experience of Minerals and Waste planning policy	A / I
Experience of Local Plan Examinations	A / I

## Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](#)

Additional pre employment checks specific to this role are identified below (those ticked).

<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Adults Barred List
<input type="checkbox"/>	Standard Disclosure and Barring Service check	<input type="checkbox"/>	Basic Disclosure

<input type="checkbox"/>	Disqualification for Caring for Children (Education)	<input type="checkbox"/>	Overseas Criminal Record Checks
<input type="checkbox"/>	Prohibition from Teaching	<input type="checkbox"/>	Professional Registration
<input type="checkbox"/>	Non police personnel vetting	<input type="checkbox"/>	Disqualification from Caring
<input type="checkbox"/>	Other (please specify):		

## Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

### Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

<input type="checkbox"/>	Provision of personal care on a regular basis	<input type="checkbox"/>	Driving HGV or LGV for work
<input type="checkbox"/>	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/>	Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes)
<input type="checkbox"/>	Working at height/ using ladders on a regular/ repetitive basis	<input checked="" type="checkbox"/>	Restricted postural change – prolonged sitting
<input type="checkbox"/>	Lone working on a regular basis	<input checked="" type="checkbox"/>	Restricted postural change – prolonged standing
<input type="checkbox"/>	Night work	<input type="checkbox"/>	Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/>	Rotating shift work	<input type="checkbox"/>	Manual cleaning/ domestic duties
<input type="checkbox"/>	Working on/ or near a road	<input type="checkbox"/>	Regular work outdoors
<input type="checkbox"/>	Significant use of computers (display screen equipment)	<input type="checkbox"/>	Work with vulnerable children or vulnerable adults
<input type="checkbox"/>	Undertaking repetitive tasks	<input type="checkbox"/>	Working with challenging behaviours
<input type="checkbox"/>	Continual telephone use (call centres)	<input type="checkbox"/>	Regular work with skin irritants/ allergens
<input type="checkbox"/>	Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/>	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/>	Work requiring respirators or masks	<input type="checkbox"/>	Work with vibrating tools/ machinery

<input type="checkbox"/>	Work involving food handling	<input type="checkbox"/>	Work with waste, refuse
<input type="checkbox"/>	Potential exposure to blood or bodily fluids	<input type="checkbox"/>	Face-to-face contact with members of the public
<input type="checkbox"/>	Other (please specify):		

October 2023