

PRINCIPAL PLANNING POLICY OFFICER

Halton Borough Council
resourcing@halton.gov.uk

SALARY GRADE: 9

WORKING AT HALTON

All our colleagues at Halton have made a positive commitment to delivering great outcomes for our communities. Whoever joins us will share that passion for outstanding service, and strongly align with the values which define our workplace culture:

- Working Together – building fantastic relationships with colleagues and customers
- Continuous Improvement – Keeping great service delivery at the heart of everything we do
- Personal Growth – Learning, growing and developing ourselves
- Accountability – doing what we say we are going to do
- Inspiring Leadership – positive roles models and leading by example

To read more about our values, click [HERE](#)

We are immensely proud that when asked what's great about working for Halton, the most popular response from our workforce has been 'our colleagues'.

Aside from working with a great team, our employees have access to a fantastic range of benefits, including:

- A generous annual holiday allowance starting at 34 days per year (including bank holidays), increasing with long service
- Membership of our defined benefit, salary-linked pension scheme with generous Employer Contributions
- 3 x Salary Life Cover via Local Government Pension Scheme
- Investment in your personal development
- Free Car Parking at HBC sites
- Flexible / hybrid working arrangements available
- Car leasing schemes
- Essential Monthly Car User Allowance*

For further information about all the benefits we offer, please click [HERE](#).

ABOUT THE JOB

Halton's Planning Policy team is looking for a motivated and experienced RTPI Principal Planning Policy Officer, This exciting opportunity will be working in a small team of Planning Policy Officers who's main duties are to maintain the current Delivery and Allocations Local Plan (DALP) whilst developing a new revised Local Plan ensuring the policies meet with new National Planning Policy Framework (NPPF) and Planning Policy Guidance whilst ensuring it meets Halton's aspirations for Growth within the Borough and how it contributes to the wider Liverpool City Region ambitions. Experience of planning policy development, local plan preparation, responding to planning policy queries and supporting/mentoring junior members of the team.

More specific responsibilities include:

- Act as the Council's principal adviser in all matters related to a range of policy areas developing and implementing a work programme within the context of the divisional plan and the objectives for the service.
- To take day-to-day responsibility for the supervision of the Policy/Assistant Planning policy Officers; providing advice, guidance and on the job support and allocating work in agreement with the Lead Planning Policy Officer/Service Manager for Planning Policy and Transport Strategy.
- With the guidance of Lead Officer, lead multidisciplinary and multiagency project teams in order to complete the agreed work programme.
- Experience of Local Plan site assessments requirements
- Working knowledge of NPPF and PPG and its implementation to develop and monitor Local Plans.
- Undertake or commission research to provide evidence for policy and strategy development
- Consult and engage with service departments, partners, service users, residents and other stakeholders to support and inform the policy and strategy development.
- Develop and promote strategies, policies and procedures, and action plans.
- Develop systems to monitor progress with the implementation of policies and strategies and their outcomes.
- Research and be aware of forthcoming and current legislation, guidance and policy development, and to report on their implications for Halton to officers, councilors and partners.
- Develop partnership working, and when required, support the development and management of the Council's strategic partnership arrangements.
- Identify resource issues associated with policy implementation of particular policies or strategies, and contribute to budget preparation, funding bids and funding allocation processes within partnerships.
- Contribute to the implementation of corporate policy, for example business continuity plans, risk assessments, equality impact assessments, and divisional and service plans.
- Prepare and present reports to senior managers, elected members and partners, and to represent the Council at external meetings and partnerships.
- Promote diversity and equality of opportunity to ensure that the Council's standards are met both in employment and across the wider community.

ABOUT YOU

We would expect suitable candidates to have the following:

A RTPI accredited Planning Degree

Experience of Local Plan development from conception to adoption

Driving Licence with access to a vehicle

- You will be an experienced planning professional with a Masters degree in Town and Country Planning MRTPI membership, and substantial experience in planning policy. You' ll bring strong research and analytical skills, a solid understanding of planning legislation and procedures, and the ability to clearly summarise and present complex information. Experience in community engagement and working on issues critical to planning policy is essential.
- You will also be an effective communicator and team player, capable of building partnerships and contributing positively to a collaborative working environment. Strong project management, organisational skills, and the ability to manage your own workload are key. If you have a commitment to maintaining up-to-date professional knowledge and supporting the development of others then we would love to hear from you.

In addition you will be required:

As this role involves regular travel across the borough and sometimes further afield, a driving license and access to a vehicle are essential requirements. Where appropriate, reasonable adjustments will be made in accordance with the provisions of the Equality Act.

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.
