

Ellesmere Port and Neston Borough Council

Job Description

Department: Planning Services
Section: Planning Policy and Projects
Post Designation: Principal Planning Officer
Post No:
Grade: PO 7-10

Job Purpose:

- To co-ordinate activity on the preparation of the Local Development Framework (LDF).

Main Tasks:

To be responsible to the Planning Policy and Projects Unit Manager for:

1. Co-ordinating and ensuring the effective preparation of the LDF,
2. Supervising planning and support staff on the preparation of the LDF,
3. Ensuring and managing the collection of appropriate data and information to support the preparation of the LDF, including the handling of all representations made at all stages,
4. Supervising planning and support staff on monitoring the effectiveness of the LDF,
5. Supervising planning and support staff on undertaking sustainability appraisals of the LDF,
6. Supervising planning and support staff on undertaking surveys and research required for the preparation of LDF and other planning policy documents including where necessary the management of external consultants,
7. Preparing representations and acting as an expert witness for the Borough Council at independent examination,
8. Advising colleagues, members, the public and other interested groups on the LDF and other planning policy matters,
9. Attending meetings on behalf of the council or the Planning Policy and Projects unit where necessary
10. Providing an input, where necessary, into regional and sub regional planning processes

11. Assisting with the day-to-day work of the team (at a level appropriate to the experience and competence of the post-holder).
12. Undertaking such other duties from time to time as requested by the Unit Manager or the Head of Planning Services, within the competence and ability of the postholder.