

Ellesmere Port and Neston Borough Council

Job Description

Department: Planning Services
Section: Planning Policy and Projects
Post Designation: Senior Planning Officer
Post No:
Grade: PO 1-4

Job Purpose:

- To assist in the preparation of the Local Development Framework (LDF) and other work carried out by the Planning Policy and Projects team.

Main Tasks:

To be responsible to the Planning Policy and Projects Unit Manager, and where work relates to the LDF to the Principal Planning Officer, for:

1. The preparation of documents for the LDF,
2. Organising and carrying out appropriate consultation on the LDF,
3. Recording and responding to representations made during consultation,
4. Preparing proofs of evidence and appearing at public examinations and inquiries,
5. Leading work on sustainability and strategic environmental appraisals,
6. Assisting with the collection, analysis and dissemination of data in order to assist with the monitoring of the LDF and for other planning-related purposes,
7. Advising colleagues, members, the public and other interested groups on the LDF and other planning policy matters including RSS,
8. Attending meetings with colleagues, members, the public and other interested parties such as developers to represent the views and interests of the Planning Policy and Projects team,
9. Supervising the work of the Planning Technician and Planning Support Officer as directed in order to carry out the above tasks,
10. Assisting with the day-to-day work of the team (at a level appropriate to the experience and competence of the post-holder).
11. Such other duties within the competence and experience of the post holder as may be directed by the Unit Manager or the Head of Planning Services (including cover for absent colleagues)

