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| Job Title | Planning Officer |
| Team | Housing, Infrastructure & Planning |
| Reporting To | Senior Development Manager (Development & Planning) |

About your role

The postholder will support the delivery of the Mayoral Combined Authority's planning functions, to achieve the Authority's strategic economic, environmental, and social ambitions. The role will work with local, regional and national partners to influence local planning policy, secure additional public transport resources, and support an internal planning service to enable the Authority to deliver its operational commitments.

Why is your role important or how does it add value?

- By collaborating with Local Planning Authorities and other regional and national partners to influence and shape local planning policy to ensure public transport, active travel and other strategic infrastructure provision is fully embedded within local planning policy and delivery.
- By ensuring that relevant strategic development schemes reflect identified public transport, active travel and other strategic infrastructure needs.
- Proactively negotiating with Local Planning Authorities, developers, landowners and transport operators on planning agreements to secure additional resources from new developments for public transport and active travel infrastructure and provision.

What are the tasks or work areas you are responsible for?

- Actively contribute to the development of South Yorkshire Local Planning Authority Local Plans, masterplans, economic and transport strategies, shaping local planning policy to ensure the strategic integration of land use and transport.
- Contribute to developing SYMCAs strategies and plans from a spatial planning and place perspective to contribute to the long-term vision for South Yorkshire.
- Actively support negotiations with local authority planning teams and private sector developers to maximise SYMCA funds for the delivery of necessary public transport improvements across South Yorkshire, in a way that is sustainable in the longer term.
- Coordinate the preparation of responses to both planning application responses and Local Plan consultations, leading internal project teams and liaising with external stakeholders as appropriate.
- Responsible for managing negotiations with Local Planning Authorities, developers, landowners and transport operators on complex planning agreements to secure additional resources from new developments for public transport and active travel infrastructure and provision
- Collaborate with Local Planning Authorities and other regional and national partners to influence and shape local planning policy to ensure public transport, active travel and other Mayoral Combined Authority policy ambitions are fully embedded within local planning policy and delivery.

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| <ul style="list-style-type: none"> • Provide professional spatial planning guidance, policy advice and support to internal teams as required as part of providing an internal spatial planning support service. |
| <ul style="list-style-type: none"> • Prepare planning applications and supporting material as appropriate for development proposals related to SYMCA land and assets. |
| <ul style="list-style-type: none"> • Produce timely and accurate written responses and reports, using knowledge of spatial planning and transport policy and delivery to influence planning decisions and secure funding to deliver public transport, active travel and other infrastructure, as required. |
| <ul style="list-style-type: none"> • Lead on undertaking and commissioning appropriate spatial planning related research and analysis to inform strategic planning policies, projects and programmes. |
| <ul style="list-style-type: none"> • Represent SYMCA on appropriate planning related stakeholder Boards, Groups and at external meetings. |
| <ul style="list-style-type: none"> • Undertake any other duties commensurate with the role as requested by management. |

About You

| What kind of behaviours are important? | |
|---|---|
| Ambition | Respectfully critical of the team in terms of underperformance, challenges the behaviour of others if needed |
| | Visibly demonstrates a can-do approach to their role, challenges they face and changes - upbeat and optimistic |
| Innovative | Demonstrates good judgement, capable of making decisions with limited information quickly to ensure initiatives are implemented |
| | Ensures initiatives are clearly aligned to organisational goals and objectives prior to implementation |
| Integrity | Consistently applies a high level of attention to detail, even when faced with time pressures |
| | Able to successfully manage multiple project streams simultaneously |
| Collaborative | Openly expresses differences of opinions with colleagues and team members in a professional, respectful manner |
| | Has the self-confidence to admit mistakes or errors when debating and working with others |
| Flexible | Engages with and consults with the team when appropriate with regard to the need for change and implementing new ideas |
| | Clearly articulates the need for change with the team to establish the motivation and drive to do something in a new way |
| Impact | Takes responsibility, ownership and holds themselves accountable to their colleagues, giving credit where it belongs |
| | Actively seeks out opportunities to make things better, focused on constantly improving outcomes and processes |

| What qualifications or wider knowledge do you need? | rank | measure |
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| <ul style="list-style-type: none"> • A degree level qualification in Spatial Planning or relevant discipline and evidence of continuing professional development, or experience and evidence of professional development. | E | A |
| <ul style="list-style-type: none"> • A related professional qualification, e.g., MRTPI, MICE, MIHT or MCIT | D | A |
| <ul style="list-style-type: none"> • Knowledge of local and national strategies, policies and legislation relevant to the area of work, including emerging and changing issues | E | A/I |

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| <ul style="list-style-type: none"> Up-to-date knowledge of spatial planning and transport issues and the UK planning process, and experience of developing strategic policy, strategy and commenting of planning issues. | E | A/I |
| <ul style="list-style-type: none"> Working knowledge of public procurement requirements | D | I |
| <ul style="list-style-type: none"> Working knowledge of project and programme management techniques. | E | I |

| What previous experience and Knowledge is needed? | rank | measure |
|--|------|---------|
| <ul style="list-style-type: none"> Proven experience of working in a multi-faceted working environment | E | A/I |
| <ul style="list-style-type: none"> Previous experience of working within a political environment on spatial planning and/or transport issues with and influencing senior executives and elected members to design and develop projects in pursuit of local objectives, including presenting professional advice and guidance. | E | A/I |
| <ul style="list-style-type: none"> Experience of leading/coordinating project teams of professionals and multi-disciplinary teams. | D | I |
| <ul style="list-style-type: none"> Experience of providing specialist advice and guidance to managers at all levels of seniority, external agencies and other forums on a regular basis. | E | A/I |
| <ul style="list-style-type: none"> A track record of delivering multi-dimensional projects, services or initiatives to a high level of quality, including experience of operating risk and cost control management processes. | E | A/I |
| <ul style="list-style-type: none"> Experience of presenting complex material to internal stakeholders | D | I |

| What skills should you have? | rank | measure |
|---|------|---------|
| <ul style="list-style-type: none"> Excellent verbal, presentation and written communications skills – in particular the development and articulation of concise clear reasoning and recommendations. Particularly the ability to cut through complexity to give advice. | E | I |
| <ul style="list-style-type: none"> Good negotiation and interpersonal skills with the ability to influence and facilitate partnerships. Deals with a variety of internal and external stakeholders, sometimes in areas of tension and conflict with evidence of sound judgement and an ability to anticipate and plan for future developments and options. | D | I |
| <ul style="list-style-type: none"> Ability and skilled in defining a clear scope of work for external providers, commissioning work. | E | I |
| <ul style="list-style-type: none"> Skilled in producing quality documentation including reports, ensuring they are suitable for particular audiences. | E | I |
| <ul style="list-style-type: none"> Strong organisational and time management skills with the ability to work under pressure, being self-motivated and able to use own initiative under minimal supervision. | E | A/I |
| <ul style="list-style-type: none"> Good management skills, to include an ability to think creatively and implement solution and outcome focussed problem solving with an ability to initiate and manage change through influence and collaboration | E | I |
| <ul style="list-style-type: none"> Ability to work within a dynamic and changing environment. | E | I |

Key

E - Essential / D - Desirable

A - Application form / I - Interview