

JOB DESCRIPTION

Job title:	Principal Housing and Planning Officer
Managed by:	Head of Regional Housing and Planning
Grade:	G

Background

The West of England is one of the UK's most prosperous regions with an economy worth over £31 billion a year. A net contributor to the national purse, with a population of over 1 million and over 43,000 businesses, our region competes on a global scale.

In 2016, three of the councils in the West of England signed a devolution deal worth £1 billion. As a result significant powers and funding have been transferred to the region through the new West of England Combined Authority and West of England Mayor.

Economic growth that benefits every resident is at the core of the vision for the West of England. We want local people to benefit from more job opportunities, a stronger economy and a high quality of life.

Purpose of the job

The purpose of this job is to act, under the guidance of the Head of Regional Housing and Planning, as the principal Planning/Housing Officer to support the West of England Combined Authority strategic planning activities.

To contribute at a senior professional level to, and supervise as appropriate, the formulation, implementation, monitoring and review of strategic planning policies and to work with the unitary authorities and LEP on joint planning work.

The post holder will be responsible for supporting the Head of Regional Housing and Planning and relevant partners in developing the agenda and reports related to Planning and Housing for the Joint Committee, Infrastructure Advisory Board, and for undertaking or commissioning projects and initiatives identified in the work programmes of these groups.

Key responsibilities

Provide support to the Head of Regional Housing and Planning to:

- Develop the West of England policy response to National Policy and initiatives, including the emerging revised National Planning Policy Framework, the Planning and Housing Bill and implications of the Housing White paper
- Bring together and manage project teams to deliver strategic policy and plans including the Joint Spatial Plan.
- Develop and undertake a work programme to implement the functions agreed in the West of England devolution deal on strategic planning and housing activities.
- Lead on the coordination of sub-regional housing activity and engagement with registered providers.

Key Responsibilities:

Develop key partnerships with the Unitary Authorities and our partners to:

- prepare reports and presentations for Committees and other public meetings.
- ensure that there is participation by stakeholders, community interest groups and others in the development, review and implementation of the Combined Authority's strategies, policies and schemes.
- procure and manage technical input and expertise in the commissioning of consultancy work for housing and planning policies and projects.
- assist in any other areas of comparable work as may be required by the Head of Regional Housing and Planning because of workloads and priorities.

PERSON SPECIFICATION

Qualifications and Knowledge

Essential:

- Qualified to degree standard or equivalent in relevant subject, and with a relevant professional qualification.
- High level numeracy skills and ability to present complex arguments in a clear and understandable manner.
- Understanding of key local government politics, political structures and culture.

Desirable:

- Higher level degree or post graduate qualification

Experience

- Experience and proven ability of leading on strategic planning policy work.
- Proven achievements in partnership working, delivering relevant work area across service, professional, administrative and organisational boundaries.
- Proven ability to develop and maintain effective partnerships across the sub-region, including partnerships with the private sector and with the unitary authorities.
- Experience of working in a political environment, including with senior local authority members, and officers.
- Demonstrable understanding of the national, regional and local planning policy context with the ability to translate this into effective co-ordination of joint working arrangements in the sub-region.

Skills and Competencies

- Ability to communicate effectively with elected Members, colleagues at all levels across the Authority and members of the public.
- Ability to prioritise workload to achieve desired outcomes and meet deadlines.
- Ability to give advice and, when necessary, negotiate assertively but with tact and diplomacy.
- Good organisation skills and ability to promote an organised working environment.