



## JOB DESCRIPTION

<b>Job title</b>	Senior Planning Policy Officer M&W		
<b>Directorate</b>	Minerals and Waste		
<b>Reporting to</b>			
<b>Grade</b>	9		
<b>Evaluation ref</b>	RP035	Job Family Ref	
<b>Role purpose</b>			
<p>The Senior Planning Policy Officer at Somerset Council is responsible for leading the development and implementation of planning policies related to minerals and waste. This role involves managing the preparation, monitoring, and review of local plans and strategies to ensure they align with national and regional policies. The officer will provide expert advice on planning matters, conduct research and data analysis, and engage with stakeholders, including local communities, developers, and government agencies. Key responsibilities include overseeing public consultations, preparing reports and recommendations, and representing the council at public inquiries and appeals. The officer will also mentor and supervise junior staff, ensuring the effective delivery of planning services. This position requires strong analytical, communication, and project management skills to address complex planning issues and promote sustainable development within the county.</p>			



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### Responsibilities

- Lead on elements of the preparation, monitoring, and review of the mineral plan and waste core strategy, plus support development of local plans and strategies for the wider Somerset area.
- Work with external appointed consultants to ensure delivery of documents to support the plan making process and evidence base.
- Provide expert advice on planning policies and regulations related to minerals and waste and where these elements feed into the wider local plan work.
- Conduct research and data analysis to support policy development and planning decisions.
- Oversee public consultations and stakeholder engagement processes.
- Prepare and present reports and recommendations to planning committees.
- Represent the council at public inquiries, appeals, and other forums.
- Liaise with developers, local communities, and government agencies.
- Is instrumental in the delivery of annual statutory documents, that the mineral and waste planning authority are obliged to produce and publish.
- Supervise and mentor junior staff, providing guidance and support.
- Contribute to the development and implementation of local planning policies and strategies, including those of external organisations and bodies that have an active working relationship with Somerset Council.
- Manage a caseload of complex planning consultations, ensuring responses are to time and have the necessary signoff according to the scheme of delegation.
- Manage complaints and resolve issues related to mineral and waste operations.

### Corporate Responsibilities

- Ensure compliance with all relevant legislation, organisational policy, and professional codes of conduct to uphold standards of best practise.
- Deliver the aims of the council's equality, diversity and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do, ensuring team members are also aware of their responsibilities and maintaining their understanding that Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.



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### Impact

### Knowledge / Experience / Skills

#### Knowledge

- In-depth knowledge of planning legislation and policies related to minerals and waste (E).
- Understanding of environmental impacts and sustainable development principles (E).
- Familiarity with local, regional, and national planning frameworks (E).
- Knowledge of land use planning and development control processes (E).
- Awareness of health and safety regulations in relation to site inspections (D).
- Understanding of public consultation and stakeholder engagement processes (D).

#### Experience

- Proven experience in a planning role, preferably within minerals and waste (E).
- Experience in assessing and processing complex planning applications (E).
- Experience in conducting site inspections and monitoring compliance (E).
- Experience in preparing and presenting reports to planning committees (E).
- Experience in representing an organization at public inquiries and appeals (D).
- Experience in developing and implementing planning policies and strategies (D).

#### Qualifications

- Degree in Town Planning, Environmental Science, or a related field (E).
- Membership of a relevant professional body, such as the Royal Town Planning Institute (RTPI) (E).
- Postgraduate qualification in a related discipline (D).
- Certification in environmental impact assessment (D).
- Training in public inquiry and appeal processes (D).
- Continuous professional development in planning and related fields (D).

#### Skills

- Strong analytical and problem-solving skills (E).
- Excellent communication and negotiation skills (E).

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- Ability to interpret and apply planning legislation and policies (E).
- Proficiency in using planning and mapping software (E).
- Strong organizational and time management skills (E).
- Ability to work effectively with a range of stakeholders (E).
- Good report writing and presentation skills (D).
- Ability to manage and resolve conflicts (D)

## Working conditions

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## Working Arrangements

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