



## JOB DESCRIPTION

<b>Job title</b>	Planning Policy Officer – Minerals & Waste		
<b>Directorate</b>	Minerals and Waste		
<b>Reporting to</b>			
<b>Grade</b>	10		
<b>Evaluation ref</b>	RP036	<b>Job Family Ref</b>	
<b>Role purpose</b>			
<p>The Planning Policy Officer at Somerset Council is responsible for assisting in the development and implementation of planning policies related to minerals and waste. This role involves preparing, monitoring, and reviewing 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 support the preparation of supplementary planning documents and contribute to the development of planning guidance. 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 the preparation of the mineral plan and waste core strategy.
- Provide expert advice on planning policies and regulations related to minerals and waste developments
- Conduct research and data analysis to support policy development and planning decisions.
- Assists with the production, consultation and publication of annual statutory reports that the M&W planning authority is required to deliver (Local Aggregate Assessment, Authority Monitoring Report, etc)
- 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.
- Support the preparation of supplementary planning documents, planning guidance and topic papers.
- Contribute to the development and implementation of local planning policies and strategies
- support the investigation of complaints and resolve issues related to mineral and waste operations from a Policy perspective.
- Manage a caseload of planning consultations.

### 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.

### Impact



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Knowledge / Experience / Skills			
	Essential at full competence	Essential at recruitment	Desirable at recruitment
<b>Knowledge</b>			
<ul style="list-style-type: none"> <li>In-depth knowledge of planning legislation and policies related to minerals and waste.</li> </ul>	√		
<ul style="list-style-type: none"> <li>Understanding of environmental impacts and sustainable development principles.</li> </ul>	√		
<ul style="list-style-type: none"> <li>Familiarity with local, regional, and national planning frameworks.</li> </ul>	√		
<ul style="list-style-type: none"> <li>Knowledge of land use planning and development control processes.</li> </ul>	√		
<ul style="list-style-type: none"> <li>Awareness of health and safety regulations in relation to site inspections.</li> </ul>			√
<ul style="list-style-type: none"> <li>Understanding of public consultation and stakeholder engagement processes.</li> </ul>			√
<b>Experience</b>			
<ul style="list-style-type: none"> <li>Proven experience in a planning role, preferably within minerals and waste.</li> </ul>	√		

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<ul style="list-style-type: none"> <li>Experience in assessing and processing complex planning applications.</li> </ul>	√		
<ul style="list-style-type: none"> <li>Experience in conducting site inspections and monitoring compliance.</li> </ul>	√		
<ul style="list-style-type: none"> <li>Experience in preparing and presenting reports to planning committees.</li> </ul>	√		
<ul style="list-style-type: none"> <li>Experience in representing an organization at public inquiries and appeals.</li> </ul>			√
<ul style="list-style-type: none"> <li>Experience in developing and implementing planning policies strategies.</li> </ul>			√
<b>Qualifications / Registrations / Certifications</b>			
<ul style="list-style-type: none"> <li>Degree in Town Planning, Environmental Science, or a related field.</li> </ul>	√		
<ul style="list-style-type: none"> <li>Membership of (or working towards) a relevant professional body, such as the Royal Town Planning Institute (RTPI).</li> </ul>	√		
<ul style="list-style-type: none"> <li>Postgraduate qualification in a related discipline.</li> </ul>			√

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<ul style="list-style-type: none"> <li>• Certification in environmental impact assessment.</li> </ul>			√
<ul style="list-style-type: none"> <li>• Training in public inquiry and appeal processes.</li> </ul>			√
<ul style="list-style-type: none"> <li>• Continuous professional development in planning and related fields.</li> </ul>			√
<b>Skills</b>			
<ul style="list-style-type: none"> <li>• Strong analytical and problem-solving skills.</li> </ul>	√		
<ul style="list-style-type: none"> <li>• Excellent communication and negotiation skills.</li> </ul>	√		
<ul style="list-style-type: none"> <li>• Ability to interpret and apply planning legislation and policies.</li> </ul>	√		
<ul style="list-style-type: none"> <li>• Proficiency in using planning and mapping software.</li> </ul>	√		
<ul style="list-style-type: none"> <li>• Strong organizational and time management skills.</li> </ul>	√		
<ul style="list-style-type: none"> <li>• Ability to work effectively with a range of stakeholders.</li> </ul>	√		
<ul style="list-style-type: none"> <li>• Good report writing and presentation skills.</li> </ul>			√
<ul style="list-style-type: none"> <li>• Ability to manage and resolve conflicts.</li> </ul>			√



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Working conditions

Working Arrangements