



Planning Policy Team

Planning Policy Team Leader

April 2024



Letter from Sara Saunders, Head of Planning

Dear Applicant,

Hello and welcome to East Herts!

Thank you for your interest in joining us as our Planning Policy Team Leader. This is a fantastic opportunity for an exceptional individual with the drive and talent for delivering planning policy projects.

We are a friendly and collaborative team. Our staff are proud of the work they do and the positive influence they make to the everyday lives of our communities.

We want someone who can lead our District Plan update as well as motivating and being a role model for the team. You would be joining the Council at a key stage in the plan-making process, with a new joint-administration, as well as changes coming through at a national level.

It's a big job, but an exciting one, and one where you can really make a contribution to the future planning of East Herts.

Yours faithfully,



Sara Saunders
Sara Saunders – Head of Planning





The Opportunity

We are currently seeking a committed policy planner to lead on the creation of the framework that guides development decisions in the district.

The role is more than a job; it is an opportunity to leave your mark on the landscape of East Herts. With a fresh era of political leadership and an imminent review of our District Plan, you'll have a chance to shape our future right from the start.

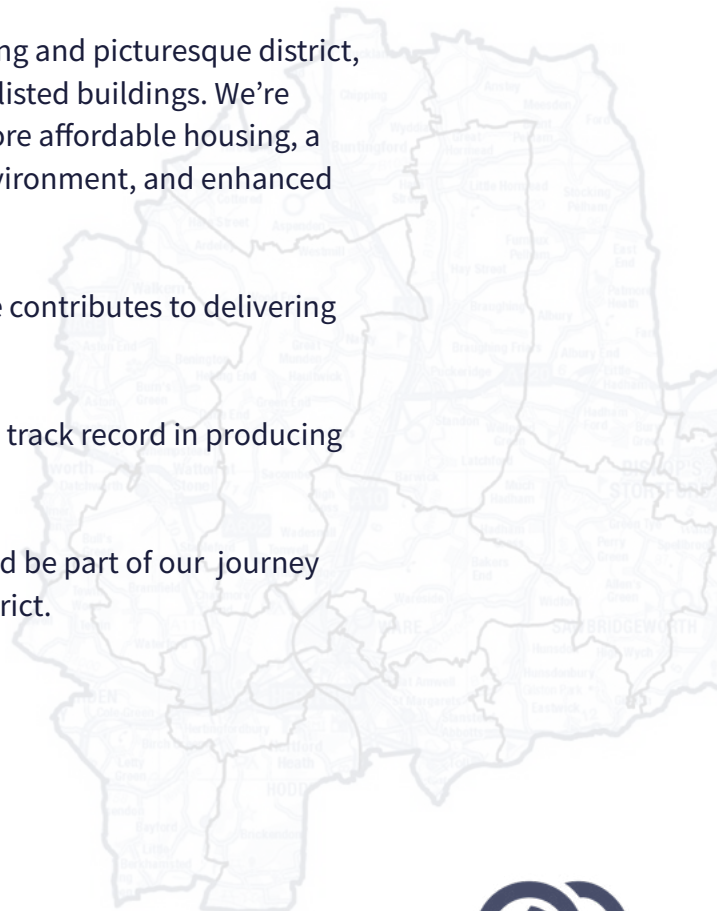
East Herts District Council is the ninth busiest planning team in the country, where you'll encounter a stimulating and diverse workload that delves into a wide array of policy challenges and issues.

East Herts is more than just a place of work; it's a thriving and picturesque district, rich in history and natural beauty, featuring over 3,000 listed buildings. We're committed to continuous improvement, striving for more affordable housing, a vibrant local economy, a greener, more sustainable environment, and enhanced digital capabilities.

We are proud of our 'one team' culture where everyone contributes to delivering great services to our local community and residents.

If you share our vision for East Herts and have a proven track record in producing planning policy documents, we want to hear from you.

Join us in providing an exceptional planning service and be part of our journey towards a brighter, more sustainable future for our district.





The Planning Service

We are leading the way for growth across the county. We are ambitious, dedicated, and forward-thinking. We provide a customer-focused planning service designed to facilitate growth in a way that protects and promotes all that is valued by our communities.

We want to ensure that East Herts continues to be a great place to work, live, visit and enjoy in the future.

The service is responsible for administering the three main parts of the planning system:

Planning Policy – setting out a vision and a framework for the future development of the district.

Development Management – making decisions on planning applications.

Enforcement – making sure development is carried out correctly.

Our District Plan was adopted in 2018 and we have been leading the way for growth across the county. This includes overseeing the delivery of 18 strategic allocations. These sites range in size and complexity and offer a fantastic opportunity to collaborate with partners on placemaking.

Our masterplan process ensures future developments are designed to the highest standard, encompassing social, environmental, and economic requirements to create sustainable communities.

Every day, we work on a wide variety of projects, from urban regeneration schemes to rural proposals. We are also at the forefront of planning and delivering one of the largest development proposals currently underway in the country – a new community of 10,000 homes at Gilston, part of the Harlow and Gilston Garden Town.





The Planning Service

Your future is important to us. We've created new opportunities to learn and develop skills, both within the council and working with other authorities across Hertfordshire.

This includes countywide CPD events, mentoring, and career progression schemes, giving you every opportunity to grow and develop your career.

We recognise that our planners are fundamental to good placemaking. That is why we've created a new-look team with ample opportunities for career progression.

It is also why we strive to create a collaborative team environment where everyone's contribution is valued and supported.

We're looking for committed and talented people to join our workforce. Watch this short film to hear from the Leader of the Council, Councillor Ben Crystall, who explains more about what we want to achieve for East Herts and why you should consider a role with us.

[Click here to hear more about our vision and how you can help us achieve it from the Leader of the Council, Councillor Ben Crystall.](#)





The Planning Policy Team

The main function of the Planning Policy Team is to develop local policies that are used by the Council when determining planning applications. The Council's District Plan sets out the strategic priorities for development in East Herts. It includes site allocations and policies which cover issues such as housing, employment, community, environment, and heritage.

The team is also responsible for evidence development, the production of supplementary guidance and masterplans, monitoring and neighbourhood planning.

The team has an excellent track record for plan-making. We are an ambitious, dedicated, and forward-thinking team.

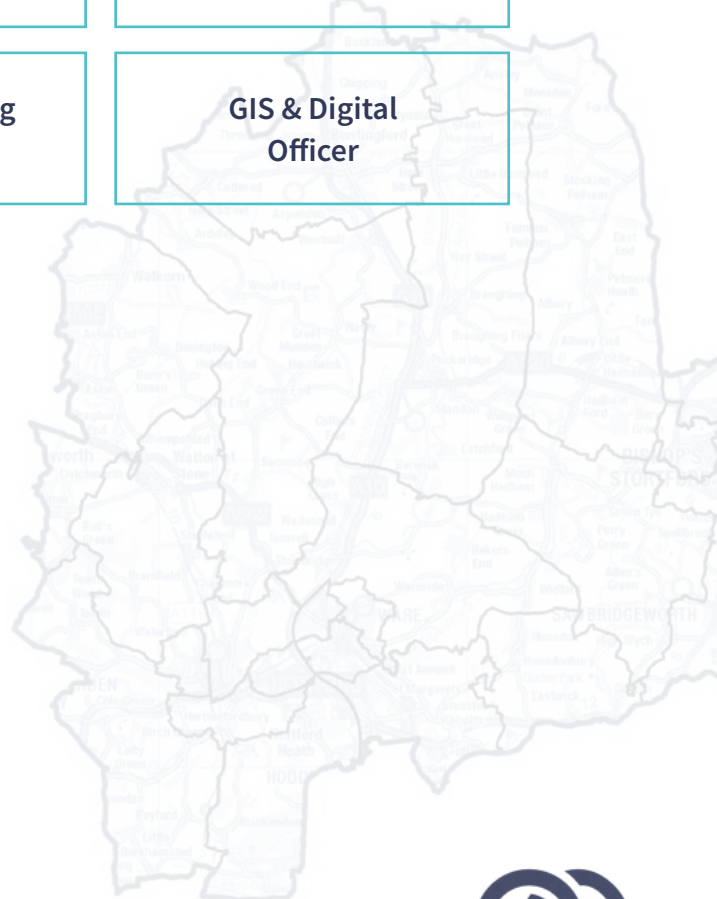
We offer an interesting and varied workload whilst providing a customer-focused planning service designed to facilitate growth in a way that protects and promotes all that is valued by our communities.

We are a friendly, efficient, and innovative team, and we pride ourselves in offering support and training for our staff.





Team Structure





The Role

This role would suit a planning policy professional with knowledge and experience in plan-making. You should be comfortable in taking a leading role in the Planning Policy Team, providing professional advice, working on the update of the District Plan, and delivering other statutory functions. The successful candidate will need to be aware of new and proposed changes to planning policy and legislation.

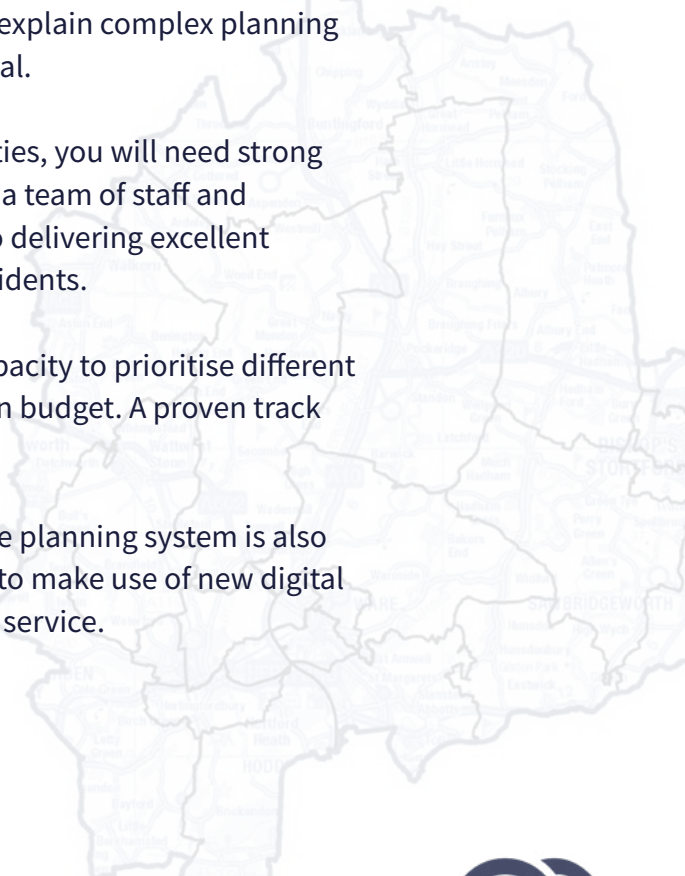
Candidates will need to have experience working in a plan-making team, with a preference for those with extensive experience working at local planning authority level.

The right candidate must work effectively with a range of stakeholders, demonstrate excellent project management skills, as well as a willingness to take the initiative. The ability to produce concise reports and explain complex planning issues clearly to a wide range of audiences is also essential.

As well as demonstrable technical and professional abilities, you will need strong interpersonal skills. This includes being able to motivate a team of staff and possessing good communication skills, a commitment to delivering excellent customer service and achieving the best outcome for residents.

The ideal candidate will be highly organised, with the capacity to prioritise different tasks to ensure that they are delivered on time and within budget. A proven track record of successfully leading teams is required.

An understanding of emerging digital requirements to the planning system is also beneficial, with a strong desire for candidates to be able to make use of new digital technologies, in order to help deliver a modern planning service.





Person Specification

Qualifications and Experience

- Graduate and/or post graduate degree in Planning, or other demonstrably relevant degree.
- Full membership of or demonstrable eligibility for full membership of a recognised professional body related to the work of the team, such as the Royal Town Planning Institute.
- Experience of supporting or managing a team.

Specialist Knowledge and Job Requirements

- Ability to demonstrate full knowledge of planning policy and strategy.
- Experience of leading the preparation of Development Plan Documents, Supplementary Planning Documents, Neighbourhood Plan Documents, and other policy related guidance.
- Can demonstrate an understanding of the legislative and policy framework at national and local level.
- Appreciation of urban / rural development / transportation / sustainability / environmental issues / implications.
- Innovative, imaginative, and original thinking and work, in devising acceptable political and technical policy approaches and solutions.
- Negotiation skills, tact, discretion, and sensitivity internally and externally, in political and technical terms; ability to give advice and take action, when representing the Service or Council.

Management and Supervisory Responsibilities

- Ability to demonstrate experience of supporting or managing a team, allocating work and managing resources to ensure that service delivery targets are met.
- A motivated team player, able to work well with peers and other colleagues and collaborate to meet service objectives. Ability to demonstrate an understanding of the role in the overall service.
- Ability to work well within a multi-disciplinary team environment, understanding and drawing on others expertise and skills.
- Can demonstrate a successful track record of developing good stakeholder and partnership relationships.
- Ability to work independently and use judgement to seek support when required.





Person Specification

Communication and Contacts

- Good written and verbal communication skills.
- Ability to assimilate and understand communications they receive and act on them appropriately.
- Ability to demonstrate efficient, effective, and proactive communication skills.
- Ability to understand the needs of the identified customer.
- Demonstrate understanding of and identify other interested parties, professionals, councillors, and members of public.

Service Delivery

- Evidence of meeting performance targets.
- Efficient and effective approach to workload prioritisation and achievement of excellence/consistent quality in outcomes.
- Understanding of, and commitment to, effective levels of customer service.
- Delivery of projects to identify timescale and budget constraints.

Other

- A good team worker demonstrating loyalty and commitment to the Council and team members.
- Open, approachable, and communicative manner.
- Hold a current driving licence. Officers will be expected to visit and inspect land and development sites and other locations.
- Commitment to training and learning.
- Ability and willingness to work flexibly in terms of location and utilising a range of IT support. Ability to attend meetings within and outside East Herts including some evening meetings.
- The council is committed to safeguarding and promoting the welfare of all its residents specifically children and vulnerable adults. The council expects all staff to have an understanding of Safeguarding and to share this commitment.





Terms of Employment

Working hours	Full time, 37 hours per week (part-time working and job share considered).
Salary	Grade 11, £51,201 - £57,238 (including local weighting) + £3,500 Market Supplement*
Location	Wallfields, Pegs Lane, Hertford
Annual leave	29 days annual leave, rising to 34 days with five-years of local government service.
Working arrangement	Flexible working hours (including the opportunity to take up to one day flexi leave per month). The Council operates a blended working system where employees may work up to 50% from home.
Pension	Membership of the Local Government Pension Scheme.
Other benefits	Laptop / IT equipment Free parking Discounts at local leisure centres Employee wellbeing programme Access to Occupational Health Scheme

** In line with its pay policy, the Council will review the application of the Market Forces Supplement annually, and if warranted, will make adjustments in liaison with affected staff.*





How to Apply

Panoramic Associates Ltd is acting as a retained employment agency to East Herts Council on this appointment.

We hope you will consider making an application for this fantastic opportunity. To make an application, you will need the following:

- A CV which is tailored for the role.
- A supporting statement that sets out your understanding of both the role and the organisation
- How your experience matches the key criteria on the personal specification
- Contact details for two employment referees

Please submit your CV and supporting statement directly to our retained consultants.



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The closing date for applications is noon on Friday 10th May.

