

JOB DESCRIPTION

Post title: Planning Policy Officer
Directorate: Spatial Planning
Grade: 5



Main Purposes of the Post:

To support the Authority's statutory planning policy functions, with a primary focus on the preparation, implementation, monitoring and review of the Local Plan and its supporting evidence base.

To support the preparation, monitoring and review of the Dartmoor National Park Management Plan (known as the Dartmoor Partnership Plan) and other spatial plans, including evidence collection, analysis, policy alignment and engagement with partners.

Duties and Responsibilities:

1. Supporting the implementation and review of the Local Plan through monitoring policies, indicators and actions; maintaining statutory registers and databases; and preparing the Authority's Monitoring Report. Ensure that relevant evidence and findings can also inform the Partnership Plan's monitoring and review.
2. Carrying out surveys, studies, data collection, analysis and appraisal required for the work of the Planning Service, including evidence that supports the Local Plan and, where relevant, State of the Park reporting and preparation or review of the Partnership Plan.
3. Supporting the planning policy evidence base by preparing project briefs and invitations to tender for surveys, studies and appraisals; assisting with procurement and consultant selection; and liaising with consultants and contractors on commissioned projects. Seek opportunities for evidence to serve both Local Plan and Partnership Plan requirements while maintaining a clear focus on statutory planning needs.
4. Supporting the preparation and review of the Local Plan through report writing, policy development, options appraisal, sustainability and climate-related evidence, and site appraisal, ensuring appropriate alignment with the Partnership Plan and other relevant strategies.
5. Supporting the delivery of the Local Plan through advice to the Development Management team, applicants and landowner regarding planning policy, including specific sites
6. Supporting the Local Plan by liaising with local authorities, statutory bodies, agencies, organisations and other regional and national partners, and contributing planning policy evidence and advice to Partnership Plan engagement where required.

7. Promoting engagement in and understanding of planning policy by contributing to web content, social media and publications, and by organising and delivering consultation and engagement events. Where efficient and appropriate, coordinate this activity with Partnership Plan engagement.
8. Representing the Authority at the public examination of the Local Plan as required by the Director of Spatial Planning.
9. Supporting the delivery of the Local Plan through advice to neighbourhood planning groups in the preparation of neighbourhood plans and orders.
10. Contributing to other planning work through for example:
 - the preparation of Supplementary Plans
 - the preparation of internal guidance for DM officers
 - presentation to Members at Authority meetings
 - providing advice to the development management service, members, stakeholders and the general public on planning policy matters.
 - contributing to other work of the Planning Service, and wider National Park Authority
11. Contributing planning policy expertise to the preparation, monitoring and review of the Partnership Plan, including collating and interpreting evidence, helping to identify outcomes and indicators, drafting relevant material, and supporting reports and assessments where requested.
12. Supporting an evidenced and integrated approach to the Partnership Plan by working with relevant officers and partners to align, where appropriate, the Local Plan evidence base, State of the Park reporting, monitoring frameworks and spatial priorities, avoiding duplication while recognising the distinct statutory purposes of each plan.
13. Ensuring that climate change mitigation, adaptation and nature recovery are appropriately reflected in planning policy evidence and plan-making and contributing planning policy input to relevant Partnership Plan and wider climate initiatives. The post supports this work through its planning functions and is not the Authority's corporate lead for climate action.
14. Work safely, ensuring all safety procedures and other controls identified by risk assessment are complied with and incidents reported promptly and appropriately.

This job description outlines the current duties required for this post to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility.

October 2026

