

## Job Description

Job title	Senior Planner for Health and Wellbeing
Directorate	PEOPLE : Children and Adults
Division	Public Health
Range	MPR 6
Reports to	Kate Bell

---

### Main purpose of the job:

The post holder will work within Public Health with a focus on healthy and sustainable places, with a good understanding of the strategic health needs for planning and development and consideration of impact of growth in Medway. It requires working closely with colleagues in the Planning team, other council departments and external partners to input into the development and implementation of major policies, including the Local Plan, Neighbourhood Plans and Design Codes which impact the health and wellbeing of Medway residents.

The role will support work where there are opportunities to address the social determinants of health, deliver healthy place making, good design and promote health factors such as physical activity, social connectivity, and healthy lifestyles. The role will be responsible for helping to deliver health and wellbeing outcomes through sustainable development, spatial planning, transport planning and highways-related schemes and policies.

The role will provide public health input into planning consultations, planning applications for developments, land use, housing, transport infrastructure, healthy high streets, and licensing applications (where applicable). The postholder will support the development of policies that maximises the potential of a positive health and wellbeing impact as and when required.

Liaise with stakeholders in a way that promotes the [One Medway Council Plan](#) and embeds our [values and behaviours](#).

### Accountabilities and outcomes:

- Integrate public health considerations into spatial planning processes to ensure developments, plans and policies support the health and wellbeing of residents; achieving better health outcomes through the creation of environments that encourage physical activity, active travel, good air quality, and healthy food environments

## Medway Council Job Profile

- Use health data, best practice and guidance, alongside spatial analysis to inform planning policy, planning decisions and key stakeholders to achieve the priorities set out in the One Medway Plan to improve health and wellbeing; provide clean, green, safe, and connected communities and facilitate people living in good quality, affordable homes.
- Work with communities via consultation and engagement relating to the preparation and review of planning policy, including developers, local residents, interest groups, to meet the requirements of the Council's Statement of Community Involvement, and achieve effective engagement in the production of planning policy
- Collaborate with a wide range of stakeholders across the system to create a cohesive vision for planning for health and wellbeing in Medway. Developing a network of professionals both locally and nationally to drive forward priorities, understand best practice and promote key resources.
- Develop and implement procedures to review and respond to planning consultations and applications, alongside supporting the work on the Local Plan, Neighbourhood Plans design codes and development briefs as they arise. Contributing to the design of the Health Impact Assessment (HIA) protocol and reviewing HIAs once implemented to ensure health impacts and active environments are considered.
- Act as a key point of contact within Medway Council as the Planning and Public Health subject matter expert. Understanding the current planning framework and emerging policy and legislation regarding designing healthy places. Ensuring responsibilities are spread across key stakeholders, this will include supporting the built environment workforce around developing their own knowledge and skills.

At manager discretion, other activities may be assigned that fit the job description.

## Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

As a corporate parent, all council employees are responsible for ensuring the well-being and positive outcomes of Medway's care-experienced children and young people.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Progression Framework.

Work in accordance with the Equality Act 2010 and the Public Sector Equality Duty to eliminate unlawful discrimination, harassment and victimisation. Promoting equality of opportunity, fostering good relations and improving the quality of life and opportunities for everyone living and working in Medway.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

## Medway Council Job Profile

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Medway Council is a Category One responder in relation to the Civil Contingencies Act (2004) and as a result all staff working for the Authority may be asked to carry out Category One response duties or stand into the role of another member of staff who is responding to a Major Civil Incident.

### Organisation:

This role reports to the <Head of Health and Wellbeing

The post holder will not be required to line manage others but may be required to direct, coordinate or train other employees.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

### Working Style:

HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis.

### Person specification

All criteria at level A should be considered essential requirements.

#### Qualifications

##### Level A

- Degree in planning related subject or at least 3 years' experience in Planning
- Eligible for RTPI Membership or similar

##### Level B (in addition to level A criteria)

<add in role specific qualification>

##### Level C (in addition to levels A and B)

<add in role specific qualification>

#### Knowledge

##### Level A

- Good understanding of development planning policy, and wider appropriate national and local policy context
- Ability to apply knowledge to provide planning policy advice and contribute to policy preparation and review, and/or apply to development management casework
- Good understanding of research and analytical approaches frequently used in Planning Policy and/or Public Health context
- An awareness of the One Medway Council Plan.
- Knowledge of public health policies, procedures and local authority/public sector regulations, and inspection regimes, specialist knowledge of service area.
- Knowledge of legislation, policies and procedures in relation to GDPR and data protection, equalities and safeguarding

##### Level B (in addition to level A criteria)

- Knowledge of planning legislation and associated regulations and guidance and ability to apply to applications, appeals, policy development and advice.
- Knowledge and understanding of wider national policy and local context for planning in Medway, with the ability to provide advice on these matters, alongside how this knowledge applies to health and wellbeing

##### Level C (in addition to levels A and B)

- A good understanding of measuring and monitoring population health and wellbeing, health needs, risks, inequalities and use of services
- In depth technical planning policy knowledge in at least two topic areas within public health, with evidence of how you have used this knowledge to advise on technical matters.

### Experience

#### Level A

- At least 3 years' experience working in Development Management or Planning Policy or equivalent environment
- Demonstrable experience of coping well under pressure and difficult situations, able to identify and act on own development needs.
- Demonstrable experience of contributing to change and listening to new ideas.
- Experience of working on a Planning related project, either independently or as a team member, evidencing your contribution to the project
- Experience from working on complex planning applications
- Demonstrable experience of presenting applications or complex case work to Planning Committee
- Providing technical advice to the Development Management service or wider corporate or community projects and initiatives.
- Experience of carrying out research on a planning matter or dealing with a complex planning application and presenting analysis of this work, drawing out conclusions and making recommendations
- Examples of report writing that demonstrate clear communication skills, accuracy and technical knowledge.
- Experience of direct involvement in consultation and engagement on planning matters

#### Level B (in addition to level A criteria)

- Experience of collaborating to create new solutions to complex problems by promoting innovation and the sharing of ideas, practices, resources, leadership and learning.
- Experience of preparing or reviewing planning policies
- Management and delivery of a significant policy research project, or complex planning application, where you have provided advice based on your analysis, with minimal input or correction required from managers
- Examples of significant reports, case officer develop management reports for complex applications or studies on strategic or complex planning matters which demonstrate your ability to clearly communicate complex or lengthy planning issues, setting out your analysis and recommendations

#### Level C (in addition to levels A and B)

- Demonstrable experience of dealing with major planning applications/appeals.
- Examples of where you have led on complex research projects, how you identified and assessed the issues and considered options, and can show how the information was used to inform policy or wider decision making or direction.
- Examples of providing technical advice on complex, significant planning applications or high-profile corporate projects, and how you played a significant role in working groups/project teams if appropriate.
- Examples of work on complex/highly sensitive projects or reports, with minimal input/correction from managers
- Significant involvement in designing and carrying out consultation and wider engagement, such as with local communities, developers, members and statutory bodies, and examples of how the information gathered has been used

### Skills

#### Level A

- Full driving licence valid for use in the UK and access to own transport for work purposes but reasonable adjustments will be considered for those with a disability.
- Ability to undertake site visits which may include working conditions such as standing for extended periods of time, climbing, walking over uneven terrain and working in poor weather; with reasonable adjustments made to accommodate where possible.
- Understanding of, and ability to read, plans, drawings and accompanying reports likely to be submitted in support of planning applications.
- Ability to manage time effectively, planning own workload and setting appropriate objectives and deadlines
- Ability to build and maintain supportive and empathetic relationships, securing people's support and commitment to a course of action or different way of thinking by presenting ideas convincingly and persuasively, and to lead major negotiations.
- Able to demonstrate an understanding of how the organization works and how this fits into the political environment, with a commitment to cross boundary and team working.
- Ability to think about alternative ways of doing things and being open to new work practices and responsive to change.
- Commitment to equality and diversity, accepting differences and treating everyone fairly.
- Collaborative worker and makes a positive and proactive contribution to team working and understands how individual work links to wider team
- Good IT skills across MS Office, specifically Word, Excel, Outlook, Powerpoint and Teams
- Clear and effective communication skills – attention to detail in written documents and good interpersonal skills, demonstrating negotiation, consultation and influencing skills tailored to meet the needs of a wide range of audiences and stakeholders.
- Ability to define issues and challenges, and assess options for solutions and policy approaches

#### Level B (in addition to level A criteria)

- Able to manage complex projects, assessing and taking account of known risks, able to adapt to changes and problems along the way.
- Communicate sometimes complex information and concepts (including health outcomes, inequalities and life expectancy) to a diverse range of audiences using different methods.
- Identify and apply ethical frameworks when faced with difficult decisions when promoting the public's health and reduced inequalities.
- Ability to audit evaluate and re design services to improve health outcomes and reduce health inequalities
- Demonstrate independent working on planning projects, with evidence of your input on research and analysis, drawing conclusions and presenting recommendations; and project management skills.

#### Level C (in addition to levels A and B)

- Ability to mentor and develop more junior members of staff.
- Assess the impact and benefits of services, associated policies and strategies, on the public's health and health inequalities.
- Monitor and report on the progress and outcomes of strategy and policy implementation, making recommendations for improvement