

Job description

Planning Policy Officer Career Pathway

Band 4 to 6

This job description is reflective of the wide career grade post and applications will be considered ranging from those looking to start a career in planning to experienced planning officers.

This role will be based at both our Bury St Edmunds and Mildenhall offices. You may reasonably be required to work at any other of the council's premises as required to meet the needs of the service.

At West Suffolk Council we positively encourage agile working, with work being an activity we do, not a place we go. Work styles are led by operational and organisational need and are jointly agreed between the manager and employee.

Job purpose

- To deliver a high performing, effective strategic planning service for West Suffolk, supporting our ambitions for good placemaking.
- To assist in the management of research and policy development / drafting and projects including management of consultants.
- To assist in the preparation, adoption and delivery of the Local Plan and associated documents covering West Suffolk.
- The provision of specialist planning policy advice.
- Cross-council working to deliver corporate objectives.
- Ensure timely and meaningful engagement with other section of the council, elected members, statutory and non-statutory bodies, developers, our community and stakeholders in the above process.
- The post sits within the Council's multi-skilled Strategic Planning team, reporting to the Principal Planning Policy Officer.

Key responsibilities and activities

- Preparation and assist in preparation of the Local Plan including policy formulation.
- Preparation and assist in preparation of background / research documents and evidence to support policy formulation.

- Preparation and assist in preparation of evidence and statements for public examinations.
- Advise and support town and parish councils preparing neighbourhood plans.
- Assist in preparation of supplementary Plans, development briefs and masterplans.
- To be aware and act upon cross-service and corporate aims and procedures, contribute to initiatives which are intended to enhance service delivery, foster partnerships and liaison with external agencies and organisations, and attend working parties/meetings which pursue closer working arrangements, both within and outside the Council.
- To assist with the consultation and engagement process related to the preparation of policy documents, and record and summarise representations following consultation and engagement and make policy recommendations.
- To liaise with outside bodies, stakeholders, interested individuals, expert bodies and statutory consultees in the preparation of the policy framework.
- Provide professional advice and training on planning policy and development matters to the public, members and other professionals in written form, by email, over the phone and in person.
- To attend and present papers to working groups, and assist with papers for Cabinet, Portfolio Holders, and other groups and committees as required.

October 2026