

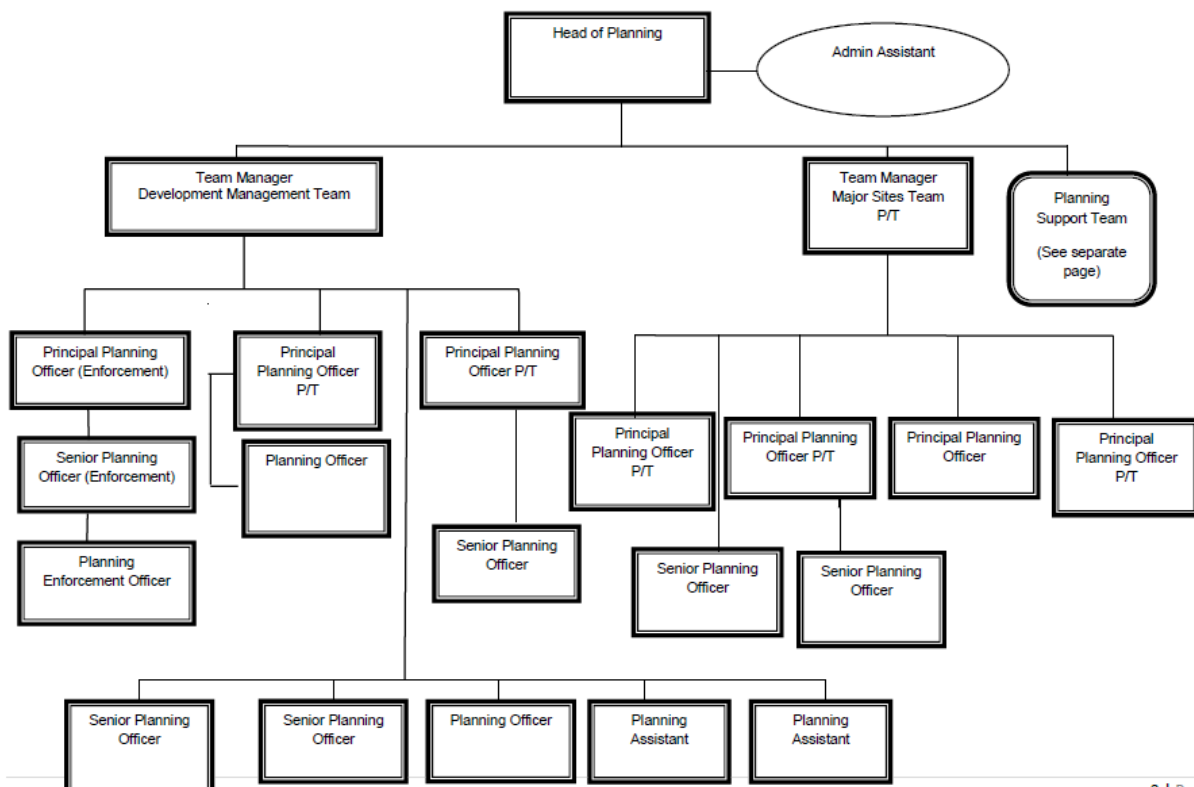
## JOB DESCRIPTION

<b>Job Title</b>	Principal Planning Officer P/T		
<b>Salary</b>	£40,876 - £45,859 per annum plus £626 London Weighting pro rata		
<b>Directorate:</b>	Place, Planning and Regeneration	<b>Section/Location:</b>	Planning / Time Square
<b>Grade/Salary Range:</b>	BG-E (SCP37-42)	<b>Work style:</b>	Free

### Key Objectives of the role

To work as part of a team and to assist in the delivery of an effective, efficient and user-friendly planning service which seeks to conserve, promote, maintain and enhance the natural and built environment of the area.

### Designation of post and position within departmental structure



## Daily and monthly responsibilities

1. To manage a caseload of planning applications (and pre-application advice), including complex and major applications to meet performance targets. This work will include:
  - examining, processing and evaluating applications,
  - undertaking internal and external consultations,
  - liaison and negotiation with applicants and their agents,
  - making site visits,
  - preparing reports and making recommendations with due regard to national and local policy and guidance, and, presenting applications to the Planning Committee.
2. Undertake planning appeal work which may include preparing written representations or statements of case and appearance at informal hearings and public inquiries.
3. Contribute to the improvement of the planning service and the development of planning policies.
4. Work pro-actively with applicants, agents and others who come into contact with planning to provide an efficient and user-friendly service.
5. The postholder may be required to line manage a number of junior staff. This will include holding regular 'one to one' meetings and conducting performance appraisals.
6. In addition to any line management responsibilities, the postholder may be required to supervise work undertaken by other staff on projects they are involved in.
7. To keep abreast of changes in legislation, policy and procedures.
8. To ensure all planning and related applications, complaints, and appeals are processed in accordance with set procedures and agreed performance targets.
9. To attend meetings with and provide general advice to Councillors, members of the public, developers and their agents on planning related matters.
10. To report to the Team Manager any work-related matter likely to give rise to significant risk to personal or public safety.
11. To undertake such other work as the Council or the Director of Place Planning and Regeneration may determine as being compatible with the responsibility levels of the post.

*It should be noted that the above list of principal duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.*

*The post-holder is required to be flexible as they may be moved from time to time between development management and spatial policy teams according to the needs of the service and/or to develop a broad base of planning expertise.*

## Scope of role

The post-holder has no budgetary responsibilities.

The post-holder is responsible for managing their own caseload of planning applications. It may also include the line management of up to two junior staff including day to day

---

supervision, carrying out 'one to ones' performance management and appraisals.

The job influences the future of the Borough in terms of its physical form, environmental quality, economic performance and quality of life through responsibility for complex and sensitive planning applications. The post involves leading cases through the planning application and appeal process paying regard to local and national planning policies and dealing with enquiries from the public, colleagues and elected members.

The postholder will be designated a 'Free Worker' and will be required to work away from the Council Offices and on a flexible hours basis. The postholder may, from time to time, be required to work outside of normal office hours.

Commitment to the Council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times

---

***Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.***


## PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Skills and qualifications</b>	<p>Educated to Degree level</p> <p>Substantial planning experience, including development management</p> <p>Full membership of RTPI; or relevant qualification(s) to meet requirements for RTPI membership and substantial relevant experience.</p>	<p>Additional planning related qualifications and/or evidence of continuing professional development.</p>
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	<p>Appeal experience, including appearance at hearings.</p> <p>Excellent presentation skills, written and oral.</p> <p>Ability to meet performance targets for planning applications and pre-application advice.</p> <p>Excellent negotiating skills and ability to achieve effective outcomes.</p> <p>High degree of accuracy with attention to detail.</p> <p>Confident with IT and its application.</p>	<p>Experience of using development management software applications such as Uniform.</p> <p>Examination or public inquiry experience</p> <p>Experience of working on planning policy formulation.</p>
<b>Work-related Personal Requirements</b>	<p>Ability to manage a diverse workload with conflicting demands and targets.</p> <p>Confident communication skills with an ability to blend tact and diplomacy with firmness.</p> <p>Ability to remain calm and polite in difficult and contentious situations.</p> <p>Good time management skills with the ability to prioritise.</p> <p>Self-motivated and a good team player.</p>	
<b>Other Work Requirements</b>	<p>The post holder must hold a full UK driving licence (or valid equivalent). Non-UK licences must be converted to UK licences in the first six months of employment.</p> <p>Occasional attendance at meetings and presentations outside of normal office hours.</p>	

---

The ability to converse easily with members of the public and respond effectively to questions in spoken English.

---

KEY CRITERIA	ESSENTIAL	DESIRABLE
Role models and demonstrates the Council's values and behaviours	 <p>The diagram for 'One Council' features a central green arrow pointing right, containing the text: 'Forward thinking &amp; focus', 'Open', 'Respectful', 'Working together', 'Adaptable', 'Resilient', and 'Determined'. To the right of this arrow is a diamond shape composed of six smaller colored diamonds, each with a phrase: 'We reflect and learn' (blue), 'We are resourceful' (red), 'We are facilitators' (light blue), 'We are navigators' (orange), 'We are entrepreneurs' (purple), and 'We are collaborators' (pink).</p>	

---

All staff should hold a duty and commitment to observing the Council's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.