



Job Description & Person Specification

Job Title:	Principal Planning Officer	Job Reference:	50361216
Service:	Planning and Building		
Location:	Beech Hurst	Grade:	10
Reports to:	Head of Planning and Building		
Date:	25 th March 2019		
Our Values: We expect all of our employees to live by and demonstrate the Council's five key values of:			
Accountability, Ambition, Empowerment, Integrity, Inclusiveness.			
Main job purpose			
<ul style="list-style-type: none">• To deputise for the Development Manager (North) and assist in the day to day management and delivery of the planning applications service in approximately one half of the Borough.• To be the case officer responsible for the processing of significant major applications within the team's area, including the provision of pre-application advice, as well as dealing with a caseload of more general applications as appropriate.			
Main responsibilities and duties			
<ul style="list-style-type: none">• Supervising the day to day work of the planning officers in one of two area-based teams. In consultation with the Development Manager, directing and allocating work to staff in the team, guiding and motivating staff and determining applications in accordance with the Council's agreed scheme of delegation• Deputising for the Development Manager (North) in his/her absence• Taking personal responsibility for the processing of significant major applications, and related pre-application advice, as well as a caseload of more general applications when appropriate• Assisting in the preparation and presentation of reports at Council Committees or other bodies, making recommendations as appropriate• Representing the team at meetings and other forums, working with other officers within and outside the Council to achieve corporate aims and the aims of the			

Service

- Liaising with the Enforcement Team Leader, providing professional advice as to the likelihood of obtaining planning permission or the expediency of enforcement action
- Preparing and giving evidence at appeals, inquiries and other legal procedures, and taking responsibility for instructing legal advice on S106 and other legal agreements

NB The particular duties and responsibilities attached to posts are of necessity in many cases somewhat difficult to define in detail, and may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Supervision and management

Reports to Development Manager (North)

This post has first line management supervisory responsibility for a number of Planning Officers.

Resources

Supervisory responsibility for two Planning Officers and two Planning Assistants.

Contacts and relationships

Planning has a high profile within the Borough, and the Development Management service experiences very high levels of public interest and is subject to continuous scrutiny by a wide range of bodies and individuals; their experience of the service may shape peoples' perceptions of the Council as a whole.

The post-holder will have regular contact with Council members and may represent the team at internal meetings with other senior officers. The post-holder will have regular and frequent public visibility through the Committee process, meetings with developers/applicants and outside organisations.

With first line supervisory responsibility of Planning Officers, it is also key that the post-holder leads by example and builds effective working relationships.

Working environment

- This is an office based role but regular site visits form part of the job
- Exposure to all weather conditions, traffic conditions, hazards connected with exposure to dirt, dust and noise, whilst on site.
- Contact with the public with risk of challenge or abusive behaviour.

CRITERIA Everything included in this section needs to be able to be objectively measured in one of the following ways: application form, certificates, testing, interview or references.	ESSENTIAL DESIRABLE
Educational and professional qualifications	
<ul style="list-style-type: none"> ▪ Educated to degree level (or equivalent) in planning or associated subject ▪ Evidence and commitment towards Continuing Professional Development ▪ Full member of the Royal Town Planning Institute 	 E E E
Knowledge	
<ul style="list-style-type: none"> ▪ Comprehensive knowledge of planning legislation 	E
Experience	
<ul style="list-style-type: none"> ▪ Direct and demonstrable experience in dealing with planning applications and all associated work including appeals at public inquiries and enforcement related tasks. ▪ Direct working with the public and elected members and Parish Councils ▪ Good negotiating skills ▪ Experience in dealing with complex applications and associated appeals ▪ Supervisory skills in organising and motivating others and their work ▪ Previous line management experience 	 E E E E E D
Key skills	
<ul style="list-style-type: none"> ▪ Ability to successfully work on complex planning applications and associated appeals including public inquiries ▪ Experience of managing a team to achieve high performance as well as supporting individual staff members and their development. ▪ Ability to work with minimal supervision 	 E D E
Personal qualities and behaviours	
<ul style="list-style-type: none"> ▪ Motivated to achieve and maintain requisite performance levels for own and team's work ▪ To work in accordance with the Council's values ▪ Good communication skills and able to work well with Senior Managers ▪ Relate well to elected members and the public ▪ Present ideas and reports in a clear manner appropriate for the audience 	 E E E E E

Other Factors

- Evidence and commitment towards Continuing Professional Development
- Available to work outside normal office hours
- Full driving licence and insured to cover business use of own vehicle
- Politically sensitive post

Corporate Responsibilities

All employees are required to adhere to corporate policies, procedures and codes of conduct; full details can be found on the intranet or from your line manager. Particular aspects include:

Health and Safety - Every employee while at work has a duty to take reasonable care for the health and safety of himself/herself and of other persons who may be affected by his/her acts or omissions at work - Health and Safety at Work Act 1974.

All employees are required to adhere to the Council's corporate policy, procedures associated with their duties and to undertake tasks/training in that context, as required.

Safeguarding - This Council is committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and expects all employees and volunteers to share this commitment, and to adhere to the Council's Safeguarding Policy.

Equalities – This Council is committed to providing equal opportunities for all. We believe that employing people from different backgrounds with a range of perspectives and experiences helps us to deliver high quality services to all our residents. We employ people based on their abilities and potential, regardless of any protected characteristics.

Social Media - Employees are required to adhere to social media corporate policies and to undertake tasks/training in that context as required. Employees must not bring the Council into disrepute through their use of social media either personally or on behalf of the Council.

Financial – Employees are required to adhere to the Council's financial regulations and to undertake tasks/training in that context, as required.

Risk Management - Employees are required to adhere to the Council's risk management strategy and to undertake tasks/training in that context, as required.

Data Protection and Data Security - We hold and process information about our customers and as such we are legally obliged to protect that information. Data protection is important for the Council, and employees are required to understand and adhere to relevant policies and procedures.