



Job Description & Person Specification

Job Title:	Principal Planner (Delivery) – 12 month maternity cover	Job Reference:	PP10 Mat
Service:	Chief Executive – Planning Policy		
Location:	Beech Hurst	Grade:	9
Reports to:	Head of Planning Policy		
Date:	April 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			
To deliver the allocations, infrastructure and funding required in the Local Plan and other Council documents. To support communities in delivering their local planning needs.			
Main responsibilities and duties			
<p>To support the Head of Planning Policy in achieving the Council and Service objectives through:-</p> <ol style="list-style-type: none"> 1. Negotiating and working with landowners, developers and their agents, statutory bodies, infrastructure providers and communities to deliver new neighbourhoods within the Borough (25%); 2. To implement S106 agreements for our new neighbourhoods including leading on ensuring obligations are adhered to (25%); 3. To help implement the Council’s Community Infrastructure Levy (15%); 4. Liaise, report, present and consult with internal consultees, Councillors, the community and other organisations (15%); 5. Preparing and giving policy advice / evidence at external meetings, examination, inquiries and other legal procedures (10%); 6. Deputise for the Head of Service to agreed parameters (10%) <p>NB: The particular duties and responsibilities attached to posts are of necessity and 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.</p>			

Supervision and management
No line management responsibilities. Will report to Head of Service
Resources
Involved with preparing and managing the budget for the Local Plan (approx. £1M over next 5 years) and representing the Council in the delivery of significant infrastructure projects.
Contacts and relationships
Chief Executive and Corporate Directors through internal working groups and forums. Responding to Member enquiries. Regular contact and liaison with providers of other public infrastructure such as the County Council as well as statutory undertakers such as water and communications companies.
Working environment
<ul style="list-style-type: none"> • This is an office based role. • Contact with the public with risk of challenge or abusive behaviour. • Occasional site visits may be required

CRITERIA	ESSENTIAL DESIRABLE
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.	
Educational and professional qualifications	
Degree in Town & Country Planning or an equivalent qualification that is recognised to a professional level by the Royal Town Planning Institute	E
Membership of the RTPI or working towards RTPI Member status	E
Good standard of education with a Level 2 equivalent qualification (under National Qualification Framework) in literacy and numeracy	E
Knowledge	
Knowledge of strategic planning framework including legislative process	E
Knowledge of delivering allocation and infrastructure	E
Commitment and responsiveness to customer consultation	E

Experience	
Experience of negotiation with a range of partners	E
Delivery and implementation of strategic planning projects	E
Experience of working in local government, working with communities and organisations	D
Key Skills	
Excellent verbal and written communication skills in order to communicate effectively, both within the organisation and externally with customers, communities and partners	E
Able to handle and analyse data and statistics, taking into account the wider internal and external environment, and be able to demonstrate an ability to understand what the data is showing	E
Able to develop new ideas and take a reasoned approach to problem solving	E
Able to work in a planned and organised manner across a number of project areas	E
Politically aware and ability to build effective and productive working relationships with colleagues and external partners	E
Personal qualities and behaviours	
Enthusiastic, proactive and confident	E
Commitment to the principles of community involvement in the planning process showing ability to listen and respond sensitively to the needs of the community	E
Able to work with other people, including officers, Councillors, and external organisations	E
Able to work with minimum supervision and manage own workload, responding flexibly to changes in workflow	E
Other Factors	
<ul style="list-style-type: none"> • Some evening and weekend working may be required • Must be able to travel to Borough wide locations and occasionally to further locations some of which may not be easily accessible by public transport 	
Corporate Responsibilities	
<p>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:</p> <p>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.</p> <p>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.</p>	

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.