

<b>Role Title</b>	<b>Principal Planning Officer</b>
<b>Job Family</b>	<b>Development Management and Building Control Service</b>
<b>Competency Level</b>	<b>Principal Officer</b>
<b>Pay Range / Scale</b>	<b>P05-P06</b>
<b>Purpose</b> To lead on strategic planning applications for the council ensuring strategic objectives and local needs are met via sustainable, quality development. To ensure quality and value for money at all times. To ensure the service complies with relevant legislation, regulations and policies. To support Planning Managers / Deputies in the delivery of town planning services including providing a customer focused service which maximises service outcomes in relation to cost.	
<b>Generic Accountabilities</b>	<b>End Result/Outcomes</b>
Deliver a specialist aspect of service delivery, which engages customers / stakeholders and enables them to make effective use of the service.	The service is delivered to the quality, organisational and professional standards required Customer / stakeholder expectations are managed in relation to what can be delivered. The service meets organisational requirements and reflects customer / stakeholder requirements / needs, within organisational constraints.
Plan and organise work to ensure the delivery of those aspects of the service for which responsible.	Work is completed on time and to the quality and standards required. Changes to priorities are accommodated. Service is delivered to organisational requirements and reflects customer and stakeholder requirements, within organisational constraints. Professional and legal compliance is assured.
Undertake / support consultation procedures. Identify issues, resolving as appropriate and escalating complex problems if necessary.	Activities are undertaken according relevant guidelines / regulations / procedures. Customer / stakeholder views are available to inform recommendations. Data and measurements are accurately recorded.
Collate process and analyse complex information. Ensure all required records and information are maintained correctly.	Information / applications are processed according to procedure. Information is managed efficiently and accurately. Data is recorded and stored in compliance with national standards and can be shared, as appropriate, with other agencies.

Prepare and present results / responses / reports / recommendations.	<p>Accurate, complete and relevant information / reports are provided for internal and/or external use.</p> <p>Issues are clearly summarised, progress and implications are reported.</p> <p>The council's position is clearly stated.</p>
Provide authoritative advice, guidance and support to colleagues, customers and stakeholders. Respond to and investigate enquiries / escalated complaints.	<p>Information, advice and support are accurate, timely and constructive.</p> <p>Problems are identified.</p> <p>Issues are managed through to a satisfactory conclusion, or escalated if appropriate.</p> <p>Risk to the Council / customers is minimised.</p>
Contribute to identifying and delivering information / activities to support service delivery / promote the service area /.	<p>Requirements are effectively identified.</p> <p>All materials / activities are delivered to the required standards and timescales.</p> <p>Information / activities achieve desired results.</p>
Challenge customers' practice and minimise risk, referring concerns to line manager. Ensure the necessary standards relating to safeguarding best practices/protocols are effectively communicated, monitored and maintained as relevant within the scope of this post.	<p>Customer risks are assessed.</p> <p>Relevant health, safety and welfare requirements are met.</p> <p>Safeguarding standards are monitored and maintained in compliance with Council policy</p>
Work closely with others to clarify changing requirements. Identify, recommend and support the development and delivery of improvements. Contribute to the development and implementation of policies, procedures and systems.	<p>Improvement opportunities and plans to achieve them are identified and recommended.</p> <p>Agreed improvements are developed, delivered and evaluated.</p> <p>Changes are effectively communicated to others.</p>
Lead projects or improvement programmes, or contribute to the delivery of larger projects	<p>Practical, effective solutions are developed and delivered in accordance with legislative requirements and good practice guidelines and address any relevant environmental / conservation / technical / design issues.</p> <p>Projects are delivered to agreed specification, timescales and budgets.</p> <p>All project documentation and reports are</p>

	completed correctly.
Support others in their development, including external organisations / customers where appropriate.	<p>Identify any changes that may impact the service / profession.</p> <p>Contribute to the development of others (e.g. through sharing knowledge and skills, acting as a coach or mentor, or providing feedback).</p>
Develop good working relationships and communicate effectively with internal / external organisations / partners and stakeholders. Represent specialist area internally and / or externally. Model, demonstrate and promote good practice relevant to the role.	<p>Relevant work area reputation is maintained or enhanced.</p> <p>Stakeholders are engaged with activity relevant to them.</p> <p>Positive feedback is received from stakeholders.</p> <p>Communications are clear, well planned and effective.</p> <p>Best practice is shared and promoted.</p>
Support partnership agreements and partnership working within area of responsibility.	<p>Activities which support partnership working are effectively delivered.</p> <p>Partnership working groups produce valid and timely outputs.</p>
<p>Contribute to service / business plans for area of responsibility and to wider service planning and development activities.</p> <p>Contribute to budget planning as required.</p>	Service / business plans reflect input.
Quality check documents, decisions and / or presentations before delivery	All work meets the required standards
Act in accordance with all policies and procedures which apply to the job and understand the reasons for this.	All policies and procedures are complied with.
Maintain information systems which support the specialist area. Contribute to the development of these systems.	<p>Changes to systems, are identified and recommended.</p> <p>Systems meet operational requirements.</p>
Job Specific Accountabilities:	
Lead on assessment of applications in	A range of applications including (but not limited

accordance with government and corporate standards as well as the Council's Planning Policy framework.	<p>to) complex majors and strategic applications processed in line with statutory and corporate targets</p> <p>Recommendations for applications produced which comply with the relevant legislation, the Councils Planning Policy framework as well as other material considerations.</p> <p>Reports and recommendations for presentation to Planning Committee drafted in line with the Councils Planning Policy framework as well as other material considerations.</p> <p>Appropriate professional advice provided at formal meetings include committees and subcommittees, members, chief officers, steering groups</p> <p>Records of applications and pre-application managed and stored appropriately electronically and on the Council's website in line with the Council's IT and document management systems.</p>
Provision of pre-application advice in line with government and corporate standards as well as the Council's planning policy framework.	<p>Provision of appropriate guidance and advice to customers as part of the Pre-application service.</p> <p>Advice produced in a timely fashion with recommendations in line with the Councils Planning Policy framework as well as other material considerations.</p>
Robust and detailed procedures implemented and managed for the processing of all Development Management applications, pre-applications and related processes.	<p>Staff in area of responsibility have a clear set of procedures to follow in processing and assessing cases</p> <p>Cases processed according to legal and statutory requirements</p>
Responsibility for decisions and recommendations regarding development management	<p>Applications determined in line with scheme of delegation and the Councils Planning Policy framework as well as other material considerations.</p> <p>Reports for determination to Planning Committee drafted and signed off in line with the Councils Planning Policy framework as well as other material considerations showing excellent planning judgement.</p> <p>Pre-application advice issued in line with the Council's Planning Policy framework as well as other material considerations showing excellent planning judgement.</p>
Delivery of specialised town planning	Appropriate professional advice provided at formal

services for development management in accordance with recognised performance standards and delivery plans.	meetings include committees and subcommittees, members, chief officers, steering groups
In conjunction with senior officers, monitoring and disseminating to the wider service national policy, legal and statutory changes to the planning process.	Officers have up to date and detailed knowledge of the legal and statutory requirements which form the basis of the planning system as well as proposed Government changes.
Mentoring of Town planners (PO1 to PO3)	Day to day mentoring, oversight and technical knowledge provided to named officers within the appropriate team.
Provision of a customer centred service	<p>Queries, complaints and FOI's are answered in line with corporate standards</p> <p>Officers provide appropriate and proportionate feedback to applicants, agents, resident and other stakeholders both positively and proactively in line with government guidance as well as in response to queries submitted directly.</p>

<b>Nature of Contacts</b>
<p>Negotiate on complex minor, major and strategic applications on behalf of the council with applicants with support from senior officers.</p> <p>Support senior officers attending and advising at meetings of the Cabinet, committees and subcommittees on behalf of the council.</p> <p>Support senior officers in presenting the council's policies and decisions to communities and community leaders and representatives.</p> <p>Liaise and negotiate on behalf of the council (in conjunction with senior officers) with senior representatives of the Greater London Authority, Transport for London, central government and other major partner organisations on matters relating to planning policies and regional strategies</p> <p>Liaise on behalf of the council with major landowners and developers</p> <p>Present cases for determination at Planning Committee</p> <p>Deal with people at all levels confidently, sensitively and diplomatically.</p> <p>Build and sustain effective relationships with all internal and external stakeholders.</p> <p>Manage relationships with key stakeholders.</p> <p>Briefing the Leader of the Council, Cabinet Members, the Chief Executive and other members of Corporate Management Team on matters of Development Management</p>

<b>Procedural Context</b>
<p>Flexibility, a positive attitude and ability to adapt to changes due to service needs.</p> <p>Manage a caseload of complex minor, major and strategic applications.</p> <p>Assess, manage and/or make recommendations for dealing with complex problems without referring to senior officers.</p> <p>Use initiative to develop solutions through reference to precedent and original thinking, within policy.</p> <p>Contribute to the development and delivery of improvements in processes and procedures within the Development Management Service.</p> <p>Support the Planning Manager and Deputy with delivering the service plan for the relevant team. Contribute to long term planning. Support initiatives, projects and improvement programmes within service area. Work with senior managers to assist in the development of the service to take account of changing customer and regulatory requirements.</p> <p>Work within a policy framework and regulatory guidelines, applying knowledge of systems, procedures and best practice. Work to broad managerial direction, within a policy framework and regulatory guidelines, to ensure performance standards are met within a framework of policy and legislation.</p> <p>Plans own time. and co-ordinates the work of others. Plan, organise and deliver interventions and actions. Responsible for professional advice, assessments or referrals.</p> <p>Exercise professional judgement in assessing stakeholder requirements, potential risk and quality assurance of service. Monitor and evaluate performance / service delivery, ensuring all parties are informed of progress / issues as required.</p> <p>Provide support to customers, colleagues and other stakeholders through applying knowledge of systems, procedures and best practice.</p> <p>Responsible for meeting performance standards within a policy framework and regulatory guidelines. Accountable for proper use and security of information, resources, equipment and/or facilities within area of responsibility.</p> <p>Use initiative to deal with complex issues and respond appropriately in an unpredictable work environment. May involve isolated working outside core hours.</p> <p>Occasionally the post will be expected to work from other locations</p> <p>Occasionally the post will be expected to attend work outside normal working hours, including attendance at evening meetings.</p> <p>Other reasonable duties as required by Assistant Director Planning and Planning Managers as required.</p>
<b>Key Facts and Figures</b>
Reports to Planning Manager for relevant area with day to day support and guidance provided

by Deputy / Manager of relevant area. Expected to occasionally attend work outside normal working hours, including attendance at evening meetings.

Supervisory responsibility – Management of between 2 and 5 staff, plus mentoring of graduate/junior planners

### **Resourcing**

Budget Responsibilities: None

Supervisory Responsibilities: None

### **Knowledge, Skills and Experience**

Eligible for membership of the RTPI

Relevant experience and an in-depth understanding of town planning and urban regeneration issues in a context of planning schemes of high level of complexity, including of well-developed understanding of the Planning System and Development Management systems and the issues facing diverse urban areas

Specialist knowledge of Development Management planning and full understanding of the processes in delivering the statutory planning service in a local planning authority

A deep and thorough understanding of the legal and regulatory framework for Town Planning

An understanding of the issues and financial constraints facing local government and how these impact on the Development Management service

Relevant experience of negotiating S106, assessing and negotiating scheme viability (as a town planner), including for example securing affordable housing and detailed scheme mitigation negotiations.

Substantial experience of negotiation with developers, stakeholders and statutory consultees

Experience of preparing committee reports and presenting cases to planning committee and/or senior council officers and external organisations.

Ability to deliver a strong customer focused service putting the customer at the centre of the Development Management service

### **Indicative Qualifications**

A degree in a relevant subject and/or

Eligibility for membership of the Royal Town Planning Institute

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not intended to be a detailed list of all duties and responsibilities which may be required. This role profile will be supplemented and further defined by annual objectives, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed