

Role Title	Principal Planning Policy Officer
Job Family	Regeneration, Planning & Delivery (Place & Design)
Competency Level	Principal Officer
Pay Range / Scale	PO4/PO5 (Career Graded)
Purpose The role holder will play a key role in the development, adoption, implementation, monitoring and review of planning policy and the borough's statutory Development Plan Documents to direct and support the delivery of inclusive and sustainable growth to create a fairer, more equal borough. They will assist in the Local Plan preparation, implementation, monitoring and review, in accordance with statutory processes, government guidance and best practice, taking into account the spatial, economic, social, and environmental programmes and priorities of the Council and its delivery partners. They will work flexibly across the team to ensure the inclusive growth planned for in the Local Plan meets local needs, with the right infrastructure delivered in the right places, and according to the Council's innovative Exemplar Design principles and values.	
Principal Planning Policy Officer PO4/PO5 (Career Graded)	
Generic Accountabilities	End Result/Outcomes
Plan and organise work to deliver aspects of the service for which they are 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 to 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.	Accurate, complete, and relevant information / reports are provided for internal and/or external use. Issues are clearly summarised; progress and implications are reported. The Council's position is clearly stated.
Provide authoritative advice, guidance, and support to colleagues, customers, and stakeholders. Respond to and investigate enquiries / escalated complaints.	Information, advice, and support are accurate, timely and constructive. Problems are identified. Issues are managed through to a satisfactory conclusion or escalated if appropriate. Risk to the Council / customers is minimised.
Contribute to identifying and delivering information / activities to support service delivery / promote the service area.	Requirements are effectively identified. All materials / activities are delivered to the required standards and timescales. Information / activities achieve desired results.
Challenge customers' practice and minimise risk, referring concerns to line manager.	Customer risks are assessed. Relevant health, safety and welfare requirements are met.
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.	Improvement opportunities and plans to achieve them are identified and recommended. Agreed improvements are developed, delivered, and evaluated. Changes are effectively communicated to others.
Lead projects or improvement programmes, or contribute to the delivery of larger projects	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. Projects are delivered to agreed specification, timescales, and budgets. All project documentation and reports are completed correctly.

Support others in their development, including external organisations / customers where appropriate.	Identify any changes that may impact the service / profession. Contribute to the development of others (e.g., through sharing knowledge and skills, acting as a coach or mentor, or providing feedback).
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.	Relevant work area reputation is maintained or enhanced. Stakeholders are engaged with activity relevant to them. Positive feedback is received from stakeholders. Communications are clear, well planned, and effective. Best practice is shared and promoted.
Support partnership agreements and partnership working within area of responsibility.	Activities which support partnership working are effectively delivered. Partnership working groups produce valid and timely outputs.
Contribute to service / business plans for area of responsibility and to wider service planning and development activities. Contribute to budget planning as required.	Service / business plans reflect input.
Continue to learn and develop these necessary skills through training, shared experience and learning and best practice.	Develop and share new skills and learning opportunities as part of the workforce strategy and ensure the skills base is up to date.
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.
Planning Policy for Place Principal Officer PO5	
Generic Accountabilities	End Result/Outcomes
Provide, at a senior level, specialist expertise and guidance to officers, members, developers, the public and other stakeholders on all aspects of	A professional service is delivered to the legislative and quality standards required. Expert advice and opinion are provided on all aspects within the area of responsibility

relevant strategic planning policy and practice.	Communications are clear, well-planned, and affective, The service delivers excellent customer service standards. Major issues are managed through to a satisfactory conclusion with final decisions being made by Head of Service/Senior Management
Lead the commissioning and project management of relevant evidence base consultancy projects, whether carried out in-house or externally and review and analyse the outputs.	Manage consultancy projects ensuring timely delivery to support infrastructure projects and policies. PO5 Manage project budgets ensuring value for money.
Planning Policy for Place Principal Officer PO4	
Job Specific Accountabilities:	End Result/Outcomes
Assist in the preparation, review, implementation and monitoring of specific planning policy themes, including the agile supervision of more junior staff where appropriate.	The Borough's spatial planning framework is legally compliant, aligns with the London Plan and NPPF, and promotes sustainable and inclusive growth. The Local Plan and supplementary planning guidance are reviewed, prepared, and adopted in a timely manner, ensuring high standards and clarity. The Local Plan is informed by, and effectively captures and delivers the infrastructure investment needed in the borough, at the right time and in the right place. Policies and documents are continuously developed to maximise sustainable and inclusive growth that enhances and protects the natural environment and responds to the climate emergency, while national and regional policies are influenced to represent the Borough's needs. Effective consultation and engagement with the community ensure diverse and representative input, and the Borough is well-prepared to adapt to policy changes for the benefit of all communities.
Support the development of a proactive compliance approach across the Place and Design Team.	Compliance with planning permissions, planning obligations and other relevant matters is monitored proactively and delivered to the benefit of local communities
Ensure that the Local Plan is implemented to the highest standard,	Take a greater role in the implementation of the Local Plan's inclusive growth, including meting landowners

to meet local needs and create a fairer, more equal borough.	and developers and promoting opportunities for collaborative working at all development cycles through the Council's Development Performance Agreements.
Ensure high quality communication is maintained internally and externally with officers, elected members, and the general public.	Provide planning policy advice on planning applications/development proposals. Respond to enquiries from stakeholders on planning information and related matters.
Planning Policy for Place Principal Officer PO5	
Job Specific Accountabilities	End Result/Outcomes
To provide, at a senior level, specialist expertise and guidance to officers, members, developers, the public and other stakeholders on all aspects of relevant strategic planning policy and practice.	A professional service is delivered to the legislative and quality standards required. Expert advice and opinion are provided on all aspects within the area of responsibility Communications are clear, well-planned, and affective, The service delivers excellent customer service standards.
Lead on the preparation, review, implementation and monitoring of specific planning policy themes	Spatial Planning framework promotes sustainable and inclusive growth and meets all legal requirements. Policy framework is up to date
Support the commissioning of relevant evidence base consultancy projects and review and analyse the outputs.	Manage consultancy projects ensuring timely delivery to support infrastructure projects and policies.
Nature of Contacts	
PO4 & PO5 Typically involves Heads of Service and Senior Managers across the authority, and external agencies and organisations providing advice. Work directly with colleagues – both internal and external, other providers and external agencies to gather and exchange information and co-ordinate actions. Consult local communities and communicate changes in policy and working practice to contacts. Manage relationships with delivery partners on evidence based commissions. Planning Policy for Place Principal Officer PO5 (in addition to above)	

Direct briefing of Elected Members and Senior Leaders on specific areas as required.
High levels of tact, sensitivity and diplomacy is required.

Procedural Context

Reports to: Planning Policy for Place Lead

Work within a policy framework and regulatory guidelines, to ensure performance standards are met and customers, colleagues and other stakeholders are supported within a framework of policy and legislation.

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. Think creatively to ensure high performance in the service.

Be accountable for proper use and security of information, resources, equipment and/or facilities within area of responsibility.

Occasionally attend work outside normal working hours, including attendance at evening and weekend meetings as required.

Occasionally work from other locations.

Occasionally take on other reasonable duties as required by Assistant Director of Place and Design, Head of Strategic Planning and Infrastructure, Head of Strategic Planning and Design, and other lead/ principal officers.

Occasionally deputise for the Planning Policy for Place Lead

Key Facts and Figures

Working conditions: hybrid role with a mix of office based work and home working

Resourcing

Budget Responsibilities:

PO4: None

PO5: Project budgets as required to ensure that any external commissions are within budget and delivered to the programme

Supervisory Responsibilities:

Both

Project supervision of officers as necessary to support matrix management approach to project work across the service

Occasional supervision of staff or consultants temporarily assigned to the team or on specific projects.

Knowledge, Skills and Experience

PO4

Significant experience, knowledge and understanding of the National Planning Policy Framework and the process of preparing a Local Plan, preparation of supplementary planning documents, review, and monitoring of Local Plan policy.

Significant experience of developing and writing planning policy within a local authority, voluntary or private-sector context.

Experience of dealing with developers, stakeholders, elected members and the general public at all levels confidently, sensitively and diplomatically, particularly in a customer focused environment

Experience of working in a Planning Department including planning policy work or related experience from working in another part of the development industry.

Experience of undertaking public consultation and engagement events on planning policy and other planning projects

Good understanding of how services are provided in a local government context and political awareness and the issues facing local government.

Experience of specialist software for the production of planning policy documents, and other related specialist database software and systems and guidance, advanced user of Microsoft Office.

Experience of preparing significant reports, planning information work and statistical and research work.

Ability to communicate effectively using a wide variety of media and methodologies, including written, oral, and visual means of communication and experience of providing information and advice to key decision makers, such as elected members and service directors.

Highly numerate, with excellent analytical and problem-solving skills.

Well-developed interpersonal, persuasion and negotiating skills.

Ability to see the bigger picture as well as attend to detail.

Self-motivated, enthusiastic, and able to work with minimal supervision.

Accustomed to managing conflicting deadlines and a demanding workload.

Demonstrable commitment to equal opportunities and equality in employment and service delivery

PO5 (in addition to the above)

Substantial relevant experience of leading on the development and writing of planning policy within a local authority, voluntary or private-sector context.

Substantial experience of providing specific policy advice and related planning advice to officers, members, planning applicants and the public.

Good experience of /ability to provide evidence for local plan examinations and other appeals, hearings, or public inquiries.

Sensitivity, persuasiveness, negotiation and assertiveness skills to communicate with diverse audiences in emotive circumstances, including excellent political awareness in problem solving and decision making.

Indicative Qualifications

Planning graduate

Eligibility or 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