

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| Job Title: | Principal Planning Officer |
| HBC Grade: | HBC 9 |
| Service: | Planning and Development |
| Division: | Enterprise, Community and Resources |

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| **Main Purpose of the Role** |
| Contribute to the work of the Planning and Development Division as a member of a team of professional planning officers. Manage a complex caseload of planning applications and related matters. |

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| **Key Duties** | |
| **1** | To manage a full range of planning applications and associated consents, Section 106 negotiations, professional analysis and appraisal, and deal with planning appeals and Inquiries. |
| **2** | To act as a facilitator and to coordinate departments in the delivery of the planning process. |
| **3** | To provide professional advice, support and expertise, including undertaking formal presentations to the Development Control Committee. |
| **4** | To provide specific specialist planning advice in respect of environmental assessment, conservation and listed buildings, enforcement and pre-application advice and to prepare guidance and instruction for users of the service in respect of these specialist matters. |
| **5** | The post holder will also undertake all other aspects of planning, and allied working including policy formulation and input into the plan making process. |
| **6** | To provide a lead on Planning Enforcement and Planning application process to deliver a quality service. |
| **7** | To have responsibility for managing and monitoring money received and spent via section 106 agreements |
| **8** | Dealing with elected members, statutory agencies, the public and other bodies on planning matters as well as allied activity. |
| **9** | Preparing reports and recommendations in respect of planning applications and other associated activity for assessment and the agreement of the Operational Director. |
| **10** | Other duties including the maintenance of all necessary statutory records, ensuring that on-going development is checked and monitored and relevant policy documents are regularly reviewed and updated (within the qualifications and experience of the post-holder) as required by the Operational Director including cover for absent colleagues. |
| **11** | To assist with the rolling out of programmes of continuous improvement, identifying good practice and innovation. |
| **12** | To have day to day responsibility for the supervision and monitoring of junior team colleagues, providing advice, guidance and on the job support and allocating work. |
| **13** | Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job. |
| **14** | The post-holder will be a member of the team of professional and support officers dealing with a wide range of complex planning and related work, and will be expected to operate flexibly within that context. |

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.

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| **EDUCATION / QUALIFICATIONS** | **Essential** | **Desirable** | **How Identified** |
| Degree or equivalent in Town Planning or related discipline ideally recognised by the Royal Town Planning Institute (RTPI)  Eligibility for chartered Membership of the RTPI. | Chartered Membership of the RTPI. | Application / Interview /Assessment |

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| **Essential Criteria** | | **How Identified** (delete as appropriate for each criteria) |
| **EXPERIENCE** | Experience primarily in processing of major planning applications and other associated applications (listed building ,conservation applications/consents etc) | Application / Interview /Assessment |
| Experience of negotiating planning obligations | Application / Interview |
| Experience of dealing with a range of planning appeals | Application / Interview |
| Experience of dealing with a range of stakeholders including, members of the public, elected members, outside agencies etc. | Application / Interview /Assessment |
| Experience with working with specialist Development Management application processing software. | Application/ Interview |
| Experience of mentoring team members | Application/ Interview |
| **KNOWLEDGE** | Knowledge of relevant legislation. Such as Town and Country planning act, Listed Building and Conservation Act , Development management Procedure Order, ecology/habitat legislation etc. | Application / Interview /Assessment |
| Knowledge of Planning policy | Application / Interview /Assessment |
| Knowledge of planning appeals at all levels | Application / Interview /Assessment |
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| **SKILLS & ABILITIES** | Good report writing and communication skills. | Application / Interview /Assessment |
| High IT literacy including knowledge of database and GIS software. | Application / Interview |
| Ability to work as a team and work independently | Application / Interview |
| Ability to work under pressure and meet deadlines as required. | Application / Interview /Assessment |
| Ability to work well in an inter-disciplinary environment | Application / Interview |
| Good organisational skills | Application / Interview /Assessment |
| Political awareness | Application/Interview |
| **Desirable Criteria** | | **How Identified** (delete as appropriate for each criteria) |
|  | Experience of spatial planning and plan making. | Application / Interview |
| Experience of preparing and presenting evidence at Public Inquiry. | Application / Interview |
| Experience of managing others | Application / Interview /Assessment |
| Experience of changing systems and procedures |  |
| **KNOWLEDGE** | In depth knowledge of legislation and case law | Application / Interview /Assessment |
|  | Application / Interview /Assessment |
|  | Application / Interview /Assessment |
|  | Application / Interview /Assessment |
| **SKILLS & ABILITIES** | Ability to produce formal reports | Application / Interview /Assessment |
| Analytical and problem solving skills | Application / Interview /Assessment |
| Excellent communication skills to enable effective dialogue at all levels | Application / Interview /Assessment |
| Ability to prioritise and organise a busy workload | Application / Interview /Assessment |
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| **Other Requirements** | **Essential** | **Desirable** | **How Identified** |
| Ability to work well in a complex and inter-disciplinary environment. |  | Interview / Assessment / Documentation |
| Good customer relationship management skills. |  | Interview / Assessment / Documentation |
| Drivers licence and access to a car for site visits and attendance at meetings. |  | Interview / Assessment / Documentation |
| Availability to attend occasional evening meetings as required. |  |  |

Please note: Front line posts with direct customer contact should include a statement detailing the spoken English language requirements of the post.

For office use only:

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| **Date Created:** |  |
| **Agreed by:** |  |

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.