

Job Description

Job Title	Principal Planning Officer – Development Management
Grade	PO10
Reporting To	Development Management Manager
JD Ref	REG0189P

Purpose

To deputise for the Development Management (DM) team leaders and DM Manager and support the overall delivery of development management functions. To deal with planning applications and appeals for development of strategic importance across the Wirral.

Main Duties And Responsibilities

Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values and leadership behaviours in the role and organisation.

Team Leadership and Management:

- To support the Development Management Manager in provision of strong leadership, strengthening engagement, growth, culture, innovation, collaboration and performance.
- To optimise delivery of development projects of strategic importance. The key purpose of the role will work across traditional boundaries within the planning profession and involve the areas of development management, planning policy, the development team, design and implementation
- To deputise for the Development Management Manager and the Development Management Team Leaders in managing the team and other planners within the statutory Development Management functions with a focus on delivering major planning applications and development projects of strategic importance
- To deal with major planning applications (and associated detailed applications) from submission through negotiation and determination, to implementation and delivery
- Provide advice and support for development on any project, including deputising at key meetings, including using judgement to provide early engagement with developers
- To assess and give advice on enquiries which could lead to major and complex planning applications
- To implement strategies to assist developers in submitting an application in the most appropriate form leading to a reduction in delays in determining applications. This will involve giving a corporate, consistent and comprehensive feedback quickly and effectively
- Indicating areas with any proposal which need to be addressed prior to the submission of a planning application. Also identifying subject areas where further information may be required, such as Environmental Statements, Transportation Assessments, Ecological Surveys, Legal Agreements, etc

- To attend Committee Meetings and other appropriate meetings when required as a representative for the Service
- Support senior management with policy development through the review effects of existing policy and practice on development proposals and support preparation of DM policy and supplementary guidance, development briefs, practice notes
- The monitoring and review of development control policies and standards, in conjunction with the Development Management Manager
- Input to preparation and review of the Local Plan including appearing at examination if required

Communication, Engagement and Training:

- Establish and engage in strong and effective engagement with all stakeholders including Members, community groups, statutory consultees and developers.
- Provide effective communication and engagement within the team and across the organisation to ensure effective collaboration to achieve service and corporate objectives.
- Assist with training the team and to provide day to day guidance and supervision for more junior members of staff.

Data Analysis and Decision-Making:

- Present and attend and attend relevant committees relating to decisions sought by the Service and provide relevant professional advice.
- Provide professional advice to support the Council at examination, appeal, hearing or public inquiry as required especially on more complex proposals.
- Commission, collate, assess and present data and evidence needed to support the service functions.
- Apply knowledge, experience and judgement directly to resolve or provide influential advice to others on complex and contentious issues.

Performance Management:

- To support the Development Management Manager in embedding a casework approach across the service including a strong focus on decisive action and utilising data to track performance.

Compliance:

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.

Other:

- Any other duties commensurate with the grade.



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Role Specific Knowledge, Experience And Skills

Qualifications

- Degree in Town and Country Planning recognised by the Royal Town Planning Institute or equivalent geographical or environmental discipline.
- To be a member of the Royal Town Planning Institute (MRTPI) or eligible for membership.

Knowledge & Skills

- To have an excellent understanding of Planning legislation and policy.
- A good understanding of the Local authority policies, practices and current challenges.
- Extensive and up-to-date knowledge of current planning legislation and best practice in relation to all areas of the planning service and local government.
- Excellent inter-personal skills together with strong oral and written communications skills.
- A self-starter with a track record of using their initiative to improve outputs and outcomes
- Adaptable and positive approach to supporting service change
- IT skills including Microsoft Office.

Experience

- Experience of working within a Local Authority Planning team.
- Experience of leading complex and/or unusual planning applications in a variety of forms.
- Experience of briefing members and stakeholders on complex issues and negotiating successful outcomes.
- *Desirable* - Some experience of managing staff including demonstrable experience of managing performance and developing and motivating individuals.
- *Desirable* - Experience of managing heritage, land charges and urban design services.
- *Desirable* - Experience of delivering a large change programme.
- *Desirable* - Experience of representing an organisation at a regional level.

Additional Information

Ability to travel across the Borough and work from various locations.

Work hybrid, with a flexible working approach to accommodate service needs.

Expected to work from a fixed location (subject to change).

On occasion, able to work outside traditional hours, of a weekend and evening as required, adopting a flexible working approach in response to business requirements.

Health & Safety Considerations:

- Prolonged Repetitive Movements/Actions
- Working at Heights
- Lone working
- Working outside
- Work with VDUs (Video Display Unit) (>5hrs per week)
- Exposure to persons with challenging or aggressive behaviour



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Approved By: Mandy Lewis. Chief Planner

Date Of Approval: March 2026



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