

Job Description

Department	Place and Growth
Postholder	Majors PLA36, 4 x new posts Strategic development Team WEST PLA42, PLA43, PLA44, PLA45 PLA54, PLA55, EAST PLA48, PLA49, PLA50, PLA51, PLA52, PLA53
Section	Planning - Development Management
Grade:	P03 to PO4
Post Designation (Title)	Principal Planning Officer

Purpose of Job:

To be responsible to Team Manager (Area Team/Strategic Development Manager) for:

- i) Responsible for supervision of junior members of staff in a development management team;
- ii) Responsible and accountable for delegated decision-making powers;
- iii) Responsible for own application caseload including making recommendations;
- iv) Leading on appeals;
- v) To provide pre-application advice and compliance with legislation and regulations advice;
- vi) Responsible for providing general planning advice in accordance with the Planning Framework, Council's Corporate Core Principles, Key Aims, Service Plans, Financial Regulations and Standing Orders and agreed procedures.
- vii) To ensure the provision of a first-class service to customers.
- viii) Accountable to the Assistant Director, Head of DM Service, Team manager and Deputy Team manager for dealing with detailed planning schemes and initiatives and development management functions.

This Job Description is designed to cover several career graded posts in Development Management Planning. Progression through the grades will be in accordance with the Career Grade Scheme. Post holders will be required to work to a subset of the duties outlined below

Main Duties:

- 1) After three year's post qualification experience and eligibility for membership of an appropriate professional body.

- 2) Regular attendance at Planning Committees presenting a wide range of applications. Lead officer where an officer under postholders supervision presents an application at committee.
- 3) Responsible for representing the Council at all appeals including Public Inquiries, including leading case officers that postholder supervision through appeals.
- 4) Responsible for determining some major applications together with applications of complex/sensitive nature. As required to deal with planning enforcement work as required including progressing enforcement action and associated appeal and prosecution work related to applications within your team.
- 5) Provide information, interpretation and opinion on the planning system, including a good understanding of relevant legislation and the national planning policy framework and key Borough and London wide policy documents using the level of knowledge and experience commensurate to the post and to undertake the duties assigned to the post within a specialist area of development planning
- 6) Lead on the examination and evaluation of all types of planning applications made under the Town and Country Planning Acts and related legislation, together with giving specialist observations and pre-application advice on a wide range of planning issues. Undertake consultations, site visits, evaluation and negotiations with key stakeholders to generate high quality planning decision recommendations. Assess whether proposals are in accordance with Council's policies and liaise with officers of other directorates and members of other public bodies on matters arising from planning.
- 7) Solution orientated focus to work, apply creative solving problems, interpreting policy and applying case law to the assessment of applications and their resolution
- 8) Prepare written documentation to a high standard, including complex reports and legal documentation.
- 9) Maintain all required records and information
- 10) Prepare representations on behalf of the Council for appeals under the Planning Acts. To prepare such representations in compliance with the timetables required by the Government's Planning Inspectorate.
- 11) Provide expert support; guidance and advice to all colleagues, customers and stakeholders and represent the Council as required.
- 12) Work within changing targets and deadlines.
- 13) Represent the service at committee, working parties and public meetings and to the community.
- 14) Provision of customer centred service
- 15) Assist in the provision of a comprehensive planning and regeneration strategy responsive to the need of the borough.
- 16) Carry out occasional duties outside normal office hours as required
- 17) Participate in the development of the Planning Service; and participate in the development of policy, procedure and practice notes as required.
- 18) Possess a good standard of communication skills and written skills.
- 19) Organise and prioritise own workload without close supervision.
- 20) To undertake other duties commensurate to the grade of the post.
- 21) To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.

- 22) To achieve agreed service outcomes and outputs, and personal appraisal targets, as agreed by the line manager.
- 23) To undertake and lead on training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.
- 24) The post holder is expected to be committed to the Council's core values of public service, quality and equality and to demonstrate this commitment in the way they carry out their duties.
- 25) Ensure all the services within the area(s) of responsibility are provided in accordance with the Council's commitment to high quality service provision to users.
- 26) Always ensure that work undertaken actively promotes the Council's Equal Opportunities, Customer Care and Environmental policies in relation to service delivery and personnel practice
- 27) To undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection Act, the Council's Equal Opportunities and Customer Care policies, and relevant legislation.
- 28) To undertake any other work appropriate to the level and general nature of the post's duties.
- 29) Where necessary for the job role or appropriate for continued development in the role, the post holder may be required to participate in training and development courses made available via the Council's Apprentice Levy funding.
- 30) To undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Council's Equal Opportunities and Customer Care policies.
- 31) To perform all duties in line with Council's staff values showing commitment to improving residents lives and opportunities, demonstrating respect and fairness, taking ownership, working towards doing things better and working together across the council.
- 32) You may be required to undertake alternative, additional or ancillary duties from time to time or transfer to another service department within the Council as the Council may reasonably direct to meet service user demand in the event of a crisis or emergency.
- 33) This post does not require a DBS

Additional Duties – PO4

P04 –

- 34) Lead officer in dealing with a caseload of complex non major and major applications, with minimal supervision
- 35) To be responsible and accountable for taking officer delegated decisions for submission of details, lawful development certificates, prior notification, householder applications and

non-major full applications. Responsible for considering the financial, legal and credibility implications of the decisions when taken.

- 36) To ensure that all delegated and committee reports prepared by the team are well written and accurate and set out coherent and robust recommendations based on the Council's planning policies and other material considerations
- 37) To lead on supervision, training and mentoring of trainee/graduate/junior/senior graded staff.
- 38) Deputise for the Deputy Team Manager where necessary.
- 39) Take responsibility and lead on the delivery of procedural and service improvements.
- 40) To be responsible for and ensure that targets and performance standards are met and the council's planning aims and objectives are delivered

- 41) To commission and project manage relevant consultants to support the work of the team where appropriate - for example viability consultants and where required in line with the council's procurement procedures.
- 42) To work in partnership with others and through negotiation with the private sector to secure physical regeneration that is consistent with council priorities and to ensure the delivery of the Council's regeneration agenda.
- 43) To take the lead in key projects/developments, apply professional knowledge, discretion and creativity in ensuring that development plan policy and council's wide objectives are delivered and support these projects/developments
- 44) To ensure that targets and performance standards are met and the council's planning aims and objectives are delivered.

- 45) Work closely with team managers to deliver a bi-annual Agents' Forum and lead on items that will be presented to the Forum.
- 46) Co-ordinate effective liaison with services users and all key stakeholders through the development and decision making stage of all applications
- 47) To be responsible for undertaking employee investigations, hearings and appeals in line with the RBG policies and procedures.

Designation of the Post to which the Post-Holder normally reports to:

Team Manager and Deputy Team Manager: Strategic Development Team, East and West-Area Planning Team.