

Royal Borough of Greenwich Job Description

Directorate: Place and Growth

Postholder: PLA37, PLA ***

Division: Planning & Building Control

Section: Plan Making and Place Shaping

Grade P05 to P06

Post Designation (Title): Principal Planning Policy Officer

Purpose of Job

To shape the delivery of a quality planning service by leading in all aspects of statutory and non-statutory plan-making and implementation, providing professional expertise, technical advice and guidance to positively shape development and promoting continuous innovation in the way planning policy is developed and implemented, ensuring integration into wider agendas and achievement of the borough's social, economic and environmental objectives.

The post holder is accountable for significant work areas of a complex policy nature within the Planning Policy team, deputising for the Head of Plan Making and Place Shaping and managing the team in their absence. They may also directly line manage junior planning policy staff. They will hold specialist skills in one or more areas to enable the team to provide a comprehensive and professional range of skills aligned to national and local policy priorities. The post holder will lead and manage the development and promotion of policies, including the commissioning of specialist evidence by external consultants. They defend these at public examination and appeals. They will provide planning policy expertise in response to both requests for advice and guidance across the authority, and in response to the needs of external customers, at all stages of the planning process.

The post holder may be required to work evenings, weekends and occasional public holidays in order to meet service requirements.

Summary of Main Duties

- 1) Lead the preparation, implementation, review and monitoring of major areas of policy in the Council's Local Plan.
- 2) Lead the preparation, implementation, review and monitoring of Supplementary Planning Documents (SPDs) and other supplementary planning guidance.
- 3) Lead the preparation of evidence, including presenting evidence at Examinations in Public, Public Inquiries, Hearings and in writing.
- 4) Manage specialist planning policy studies and projects including the development of robust briefs, procurement and management of external consultants and contractors, effective project management and rigorous financial control.

- 5) Lead effective public consultation and participation projects and programmes to inform formulation of planning policy and guidance, and disseminate information arising from statutory and non-statutory consultations.
- 6) Lead effective partnership working with a range of internal and external stakeholders to promote planning policy matters and negotiate, advise and communicate with relevant stakeholders to achieve the implementation and development of the Local Plan and related guidance.
- 7) Deal with complex enquiries from members, Chief Officers, MPs, the public, developers, other authorities, relevant clients etc. on planning and developmental issues and proposals involving planning policy matters.
- 8) Act as an effective deputy for the Strategic Planning Manager and/or Assistant Director Planning & Building Control where required and constructively, actively and positively represent the Council's position in relation to planning policy matters at internal and external meetings, multi-agency working groups, public meetings and forums.
- 9) Prepare and present briefing papers, reports and other documents for senior officers, and elected Members including at Cabinet and other public meetings on planning policy matters.
- 10) Maintain excellent and specialist up-to-date knowledge of national legislation, policy and best practice relating to planning policy matters, ensuring that the service is kept informed of new and emerging policy developments by sharing information, including the provision of training for officers and elected Members, and forecasting future policy interventions needed.
- 11) Provide professional comments on plans, consultation documents, reports and work relating to planning matters from other services within the Council, regional and national government and other organisations that may have implications for service delivery.
- 12) Supervise junior staff and take responsibility for the work of the team in the preparation, implementation, review and monitoring of local planning policies and strategies.
- 13) Work in cross-service/directorate project teams to take forward major projects, including drafting project briefs, assisting in procurement exercises and provision of planning policy advice to ensure the Council secures its corporate objectives, development needs and place shaping agenda set out in the Local Plan.
- 14) To manage (up to 3) professional staff as required, and to allocate and monitor their work, ensuring that all direct reports achieve the key performance targets and customer service standard set by the Assistant Director/Head of Plan Making and Place Shaping.

PO6 additional

- 15) To take responsibility for effective work planning and project/programme management of the team in agreement with the Head of Plan Making and Place Shaping. .
- 16) To take the lead in delivering and implementing identified agreed projects to deliver organisational objectives, continual improvements and efficiencies in ensuring a high-quality customer-focused service, by liaising closely with the Head of Plan Making and Place Shaping and Assistant Director of Planning & Building Control.

- 17) Provide advice and guidance on the most complex or high-risk issues particularly where precedent is less readily available and where strategic guidance is required, to be an expert point of reference in the team including that of new legislation and initiatives relating to technical, operational and contractual aspects of planning policy as well as information and monitoring.
- 18) Demonstrate commitment to continuous professional development by identifying own and team training needs and opportunities to undertake training within a limited budget.
- 19) To ensure continuous innovation and flexibility commensurate with the Council's corporate objectives and maintain an organisational culture that develops and empowers staff.
- 20) To ensure that all resources within the control of the post are managed effectively and efficiently.

Additional Descriptors

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.

To undertake any other work appropriate to the level and general nature of the post's duties.

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. 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.

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.

To ensure that appropriate levels of emergency planning and business continuity management preparedness are in place for the service, and that your teams are appropriately briefed on their roles in an emergency

To be responsible for undertaking employee investigations, hearings and appeals in line with the RBG policies and procedures.

Responsible for providing mentoring opportunities to junior staff (e.g. graduates, apprentices etc.)

This post does not require a DBS.

To undertake supervision/management of staff as and when required.

Designation of the Post to which the Post-Holder normally reports to: Head of Plan Making and Place Shaping