



ROLE PROFILE

Role Title: Principal Planning Officer
Service: Planning & Regulatory Services
Team: Planning Services
Directorate: Planning, Economy, Wellbeing and Leisure
Accountable to: Development Control Manager
Accountable for: Senior Planning Officers, Planning Officers
Grade: PO3
Car Category: Essential
Work Style: Mobile Office Based Worker

Purpose of role

- To assist in the efficient and effective day to day running of the Council's Planning Service.
- To contribute to providing a high-quality Planning Service to the borough.
- To support the delivery of effective enforcement service.

Key Objectives

1.	To support the Development Control Manager in providing an efficient and effective development management service.
2.	To assist the Development Control Manager in managing the Development Management Service, including directly managing





	and supervising a team of Senior Planning Officers and Planning Officers.
3.	To represent the development management service at cross-divisional/external partner initiatives and working groups as needed.
4.	To review processes and procedures within the Development Management Service to ensure best practice implementation.
5.	To monitor performance in processing of planning applications, appeals, pre-application enquiries and enforcement complaints, in coordination with the Planning Services Manager / Development Control Manager.
6.	To ensure the service complies with the Freedom of Information Act (FOIA) requirements, in collaboration with the Planning Services Manager / Development Control Manager.
7.	To respond to corporate complaints and enquiries from Members, MPs and the public, in coordination with the Planning Services Manager / Development Control Manager.
8.	To process and authorise decisions on planning applications and pre-application enquiries.
9.	To prepare and present the Council's Case at planning appeals.
10.	To deliver a high-quality development management service to the borough.
11.	To provide professional advice and support to the Principal Planning Officer (Enforcement) as required.
12.	To offer professional advice to and assistance within the Strategic Planning team as needed.
13.	To represent the Council at a senior level in negotiations with developers, the public and external agencies, preparing comprehensive reports as appropriate.





14.	To attend and represent the Service at Council, Planning Committee and public meetings, Planning Inquiries and Examinations as and when required.
-----	---------------------------------------------------------------------------------------------------------------------------------------------------





Scope

This post will work primarily focus on planning, heritage and environmental matters and where necessary, provide support to Strategic Planning. They will have contact with Elected Members, businesses and the public in the exercising of the role.

Work Profile

1. Strategy

The post holder will actively participate in the development and implementation of the Council's planning, development, heritage, environment and regeneration strategies and plans, ensuring alignment with broader Council objectives. They will also contribute to the Planning Services Review Plan as required.

2. Performance

The post holder will ensure that relevant performance targets are met by regularly monitoring progress, and implementing corrective actions as needed. They will identify, communicate and mitigate any risks to high performance standards. They are accountable to the Development Control Manager for the delivery of their own personal objectives.

3. Service Quality

The post holder will deliver a high quality and professional planning and heritage service, striving for continuous improvement.

They will develop and monitor appropriate service improvement performance indicators to ensure, promoting a culture of excellence and innovation. They will develop and support the implementation of excellent standards in terms of service delivery, performance and professionalism.

4. Resource Management

The post holder will ensure the appropriate use of vehicles, equipment and personal protective equipment, adhering to safety and efficiency standards. The post holder does not have any budget management responsibility.





5. Supervision and Management

The post holder will have direct line management responsibility for a team of Senior Planning Officers and Planning Officers, providing mentorship, guidance, and performance evaluation. They will foster a collaborative and productive team environment.

6. Culture

The post holder will champion a positive organisational culture that is evidence based, customer focused and inclusive.

They will actively promote equality of opportunity and diversity within the team and in service delivery.

7. Communications

The post holder will maintain open and effective communication channels with other services and partners, ensuring timely and accurate information sharing.

They will promote the service through demonstrable commitment to a high quality, excellent standards.

They will provide progress reports to senior management and elected members, ensuring flexibility in reporting due to changing deadlines.

8. Main Contacts Associated with Principal Duties

The post holder will be in regular contact with their managers, Assistant Director, members of their team, the Customer Experience team and partner agencies, Elected Members and members of the public, in order to advise on development control matters.

On occasion, the postholder will also be in contact with the Planning Services Manager and Assistant Director, other senior managers including the Chief Operating Officer and Elected Members.

9. Commitment

The Council's normal working week for the purposes of calculation of premium rates and enhancements is Monday to Friday 7 am to 7 pm. The Councils operates a standard working week of 36 hours.





10. Risk Management

The post holder will proactively identify, assess and manage risks associated with development management activities. They will develop and implement risk mitigation strategies, ensuring compliance with legal and regulatory requirements.

11. Working conditions

The post holder will often be in contact with members of the public and cases that are difficult and require sensitivity, confidentiality and discretion. They may also be in receipt of sensitive data and information in the course of carrying out their duties and will be expected to fully comply with legal requirements and Council policy, in the handling of this.

The post holder's meetings with the public and other parties will often be on a 1:1 basis and the post involves a significant amount of lone site visits.

12. Equal Opportunities

The Council is committed to achieving equality of opportunity both in the delivery of services to the community and its employment arrangements. We expect all employees to understand and promote our policies in their work.

13. Customer Focus:

The post holder is expected to meet the Council's Standards of Customer Care at all times. To champion Customer Excellence and service improvements that are needed to enhance the customer experience.

14. Core Tasks

The post holder will undertake any other duties as required to support the planning and enforcement service, including handling complex cases, providing expert advice, and representing the Council in various forums. They must be adept at prioritising tasks and managing changing deadlines.

15. Health & Safety

All employees have a responsibility for their own health & safety and that of others while undertaking their duties. Employees have a general duty to





assist the Council in implementing its general statement on health & safety policy.

16. Legislation

To comply with Data Protection legislation and all other relevant and applicable statutory legislation together with Council policies and procedures

17. Training & Development

To comply with the Council's policies and practices relating to training and development, including a regular development appraisal.

18. I.T.

The post holder is expected to comply with the Council's policies and practices relating to use of I.T. and equipment.

19. Creativity

The post holder is expected to generate appropriate ideas relating to their work area and in the carrying out of their duties. They will be expected to refer to the Development Control Manager and Planning Services Manager routinely and certainly prior to implementing key changes to working practices.

At all times, the post holder will need to exercise diplomacy, sensitivity and discretion to avoid reputational damage to the Council, or breaches of confidential data.

20. Decisions and Consequences

The post holder will make informed recommendations and decisions on significant planning applications. They will provide expert guidance to team members and ensure that all decisions are aligned with Council policies and objectives. In the absence of senior managers, they will assume responsibility for team decisions, exercising sound judgment and discretion.

The post holder will need to exercise diplomacy, sensitivity and discretion to avoid reputational damage to the Council, or breaches of confidential data.





21. Work Context

This post will work primarily with the Development Management Service in respect of planning matters. They will have contact with Elected Members, businesses, landowners and the public in the exercising of the role.

The above duties and responsibilities do not include or define all tasks, which may be required to be undertaken by the post holder. The duties and responsibilities may vary without changing the general character of the duties or the level of responsibility entailed. These factors are reflected in the grading of the post.

22. Physical Demands

Whilst it is not anticipated that there would be any physical demands of the job over and above those expected for off site visits and office-based work, site visits may on occasion require physical activity such as walking, standing, and occasional lifting of equipment. The post holder should be prepared for varying weather conditions and potential hazards associated with site inspections.

23. Political Restrictions

This is a politically restricted post (see Section 2 Local Government and Housing Act 1989)





PERSON SPECIFICATION

In this section the Skills, Knowledge, Qualification and Competency requirements to perform the role to a satisfactory standard are set out. The extent, nature and level of the role holder's knowledge and skills should be specified

PERSON SPECIFICATION	Examples specific to role	Required		Method of Assessment Application(A) Interview (I), Testing (T), Reference (R)
		Essential	Desirable	
SKILLS AND KNOWLEDGE Technical knowledge and qualifications	RTPI recognised degree or equivalent in Town Planning	X		A
	Corporate member of RTPI		X	A
	Evidence of continuing professional development	X		A
	Significant experience in development management	X		A
	Experience of appearing as a planning witness in public inquiries/informal hearings	X		A, I
	A thorough knowledge and understanding of Planning and Listed Building legislation and procedures	X		A, I
	Political understanding & sensitivity	X		A, I
	Experience of managing staff		X	A, I
	Able to read and interpret maps and plans	X		A, I
	Knowledge of GIS mapping and Planning back office systems	X		A, I
	Good general IT skills	X		A, I





Planning and organising work	Ability to work to tight deadlines on a wide variety of tasks with minimal supervision	X		A, I
	Methodical and well organised, with a commitment to providing a quality service and attention to detail	X		A, I
Planning capacity and resources	Delivery of results under pressure	X		A, I
Influencing and interpersonal skills	Able to engage with colleagues, elected members and members of the public to ensure that issues are prioritised and resolved.	X		A, I
	Skilled in verbal and written communication with an ability to collect, verify and analyse information and produce well written reports	X		A, I,
PROBLEM-SOLVING Using initiative to overcome problems	Ability to identify and support the implementation of solutions to issues and be a champion of change.	X		A, I
Managing risk	Ability to identify mitigating measures that may be implemented to minimise risk	X		A, I
Managing change	Ability to promote change in a positive manner to others	X		A, I
	Able to use performance measures to effectively track and monitor service performance	X		A, I
ACCOUNTABILITY and RESPONSIBILITY Undertakes tasks without supervision	Ability to work independently and take ownership of key responsibilities of the post	X		A, I
Other	Commitment to Equality	X		A, I
	Commitment to Health & Safety	X		A, I





	<p>The ability to fulfil all spoken aspects of the role with confidence through the medium of English language. This includes the ability to converse with ease with customers and colleagues and provide advice in accurate spoken English</p> <p>Access to own transport, i.e., car/ motorcycle and relevant current full driving licence, or equivalent mobility.</p>	<p>X</p> <p>X</p>		<p>I</p> <p>A, I</p>
--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------	--	----------------------

COMPETENCIES REQUIRED – All post holders must be able to comply with the Council’s Expected Behavioural Standards which include:

- Putting customers first;
- Being positive and adaptable;
- Taking responsibility and achieving results;
- Working together;
- We do what we say we will do when we say we will do it.

In addition, for those posts with management responsibilities the Expected Behavioural Standards will include:

- Service delivery and change management;
- Financial and resource management;
- Leading, motivating and developing.

Other information

- able to travel to meet service delivery requirements
- available to undertake work outside of normal working hours

Signed Line Manager	Signed Head of Service	
STEVE FAULKNER	PAUL CHARLSON	12 NOV 2024
Print Line Manager	Print Head of Service	Date

