



ROLE PROFILE

Role Title:	Senior Planning Officer (Conservation)
Service:	Growth, Development, Heritage and Environment
Directorate:	Place and Community
Accountable to:	Development, Heritage and Environment Manager
Grade:	PO1
Car Category:	Essential

Purpose of role

- To assist in the efficient and effective day to day running of the Council's planning functions including Development Management, Heritage and Environment service and/or the Strategic Planning, Regeneration and Implementation service
- To take a lead role in the provision of a high quality conservation service to the borough

The Council seeks to ensure workforce flexibility within the planning service and as a result planning officers may be transferred for short periods of time from the Development Management, Heritage & Environment service to the Strategic Planning, Regeneration & Implementation service and visa versa depending on workload pressure

Key Objectives

1	To assist the Head of Development Management in providing an efficient and effective development management, heritage and environment service, and/or the Strategic Planning, Regeneration and Implementation Manager in providing the Councils strategic planning, regeneration and implementation service.
2	To take a lead role in the provision of a high quality conservation service to the borough.
3	To appraise, process and make recommendations on all applications for development within the Councils conservation areas, those relating



	to Listed Buildings and other complex and/or significant planning applications as complex and/or significant planning as required and to provide advice on general and pre-application enquiries submitted in respect of proposed development
4	To assist with enforcement of planning legislation particularly in relation matters relating to Listed Buildings, Scheduled Monuments and Conservation Areas
5	To prepare and present the Council's case (including appearing as expert witness) in respect of planning appeals and local plan examinations.
6	To attend meetings, liaise effectively and where necessary represent the Council at a senior level in negotiations with other Council Services, public sector and partner organisations, businesses, developers, landowners and voluntary and community bodies as necessary, in respect of planning, heritage and regeneration issues.
7	Managing the Council's Buildings at Risk Register, Conservation grant scheme and Design Awards scheme.
8	To undertake Conservation Area Appraisals
9	To contribute in the drafting and preparation of the Local Plan and other strategic planning and regeneration policy documents including the gathering of the evidence base, writing consultant briefs and meeting with interested parties both within and external to the Council.
10	To provide input into the preparation, development and implementation of planning and regeneration projects and programmes of work.
11	To manage appointed consultants and project staff to ensure delivery of commissioned work in accordance with set deadlines.
12	To take the lead in community engagement and public consultation exercises.
13	To prepare Cabinet and other such reports making written recommendations on heritage, development management and/or planning policy matters as required



Scope

This post will work with the Development, Heritage and Environmental and/or Strategic Planning, Regeneration and Implementation teams primarily, but not exclusively in respect of heritage and conservation matters. 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 have a contributory role in terms of the Council's heritage and conservation strategies and plans. They will also contribute to the service plan for the Development, Heritage and Environment Service.

2. Performance

The post holder will ensure that relevant performance targets are met in respect of undertaking their role.

They will recognise, communicate and mitigate any risks to the delivery of high performance standards.

They are accountable to the Development, Heritage and Environment Manager for the delivery of their own personal objectives.

3. Service Quality

The post holder will provide a high quality and professional heritage and conservation service on behalf of the Council.

They will contribute to the development of and monitor appropriate service improvement performance indicators to ensure a continued drive for high standards.

They will develop and support the implementation of excellent standards in terms of service delivery performance and professionalism.



4. Resource Management

The post holder does not have direct line management responsibility for any other posts within the organisation, nor any budgetary responsibilities. The post holder will ensure the appropriate use of vehicles, equipment and personal protective equipment provided to the individual in order to undertake their role.

5. Supervision and Management

The post holder does not have any supervision or management responsibilities.

6. Culture

The post holder will support the development of a positive organisational culture that is outward looking, evidence based and customer focused.

The post holder will promote equality of opportunity in the delivery of the duties of the role.

7. Communications

The post holder will closely liaise with other services and partners as appropriate, to ensure that the Council is able to respond effectively and efficiently to customers.

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

They will provide progress reports at agreed intervals, to the Development, Heritage and Environment Manager, Head of Service, and Corporate Director as appropriate, detailing progress, risks to success and next steps.

8. Main Contacts Associated with Principal Duties

The post holder will be in regular contact with their manager, Head of Service members of their team, the Customer Experience team and partner agencies and members of the public, in order to advise on conservation issues.

Less regularly, they will be in contact with the Corporate Director, 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 be responsible for clearly identifying risks relating to cases that they are advising on and where possible or reasonable, to provide recommendations for mitigating action. They may be asked to lead on implementing the actions required to manage the risk effectively.

11. Working conditions

The post holder may be in contact with members of the public or 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.

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 be expected to undertake any other duties which may be required within the needs of the service that are commensurate with the grade.

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, Heritage and Environment Manager routinely and certainly prior to implementing key changes to working practices.

20. Decisions and Consequences

The post holder will generate advice on cases for consideration by the Development, Heritage and Environment Manager and/ or Head of Growth and Development. They will be at the forefront of conservation matters and 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 with the Development, Heritage and Environmental and Strategic Planning, Regeneration and Implementation teams primarily but not exclusively in respect of heritage and conservation matters. They will have contact with Elected Members, businesses 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

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.



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	A degree or diploma in Planning, Building Conservation, Architecture, Urban Design or similar professional discipline	X		A
	Membership of an appropriate professional body, e.g. RTPI, RIBA, IHBC		X	A
	Evidence of continuing professional development	X		A
	Previous experience in the promotion and delivery of high quality heritage and conservation service	X		A, I
	Experience of appearing as a planning witness in public inquiries/informal hearings		X	A, I
	Experience in preparing bids for securing funding and managing projects involving street scene/area enhancement, regeneration and/or building renovation		X	A, I
	A good knowledge and understanding of Planning and Listed Building legislation and procedures along with current historic building conservation techniques and philosophies	X		A, I
	Knowledge of the development management and local plan making process	X		A, I
	Political understanding & sensitivity	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 minimum 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 effectively to ensure that issues/queries 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	Ability to identify and support the implementation of solutions to issues and be a champion of change.	X		A, I
Using initiative to overcome problems				
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	Ability to work independently and take ownership of key responsibilities of the post	X		A, I



Undertakes tasks without supervision				
Other	Commitment to Equality	X		I
	Commitment to Health & Safety	X		I
	Satisfactory Baseline Personnel Security Standard Check	X		Document Checks (includes Basic DBS)
	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	X		A, I

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.**

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	
Print Line Manager	Print Head of Service	Date