

Regeneration, Property & Place

Principal Planning Officer

Job Description and Person Specification

January 2015

Job Description

Job Title:	Principal Planner - 3 posts- Town Centres and Business, Education Programmes, Housing
Department:	Regeneration, Property & Place
Function:	Planning and Building Control
Team:	Planning and Building Control
Post number:	PL0157
Grade:	LBR 12
Hours/weeks: <i>E.g. 36 hours/52.14 weeks</i>	Fulltime
Base location:	Ilford Town Hall
Reports to: <i>Job title</i>	Strategic Applications Manager. The Principal Planner (Housing) will report to the Householder and Other Applications Manager. There will be flexibility of reporting lines depending on work priorities at any given time.
Responsible for: <i>Job titles of direct reports</i>	Some management of planners, graduate planners. Actual numbers to be determined depending on work priorities- up to 4.
Role purpose and role dimensions: <i>Overview of the job</i>	<ul style="list-style-type: none"> ▪ To take a lead on a specific theme- Town Centres and Business, Education and Programmes or Housing and be responsible for the delivery of the strategic applications in the respective theme. ▪ To lead negotiations on development proposals to achieve outcomes to meet Council objectives. ▪ To provide timely and relevant advice in relation to strategic developments to Council members, relevant Committees, Public Inquiries, public meetings and local people. ▪ To ensure that there is full and effective engagement of public and stakeholders in the process. ▪ To provide management support and direction to planners and graduate planners.
Key external contacts: <i>Organisations</i>	Developers, Housebuilders, relevant Government departments, including the Planning Inspectorate, the GLA, TfL and statutory undertakers, local residents/groups and businesses and more widely, all consultees involved in the development management processes.
Key internal contacts: <i>Job titles or groups of staff</i>	Other planners in Policy and Enforcement and Building Control teams and officers in the Strategic Delivery Unit. Officers in other departments will include Highway and Transport officers, Housing and Property officers and Education.
Financial dimensions: <i>Budgetary responsibility & amount. Equipment, cash, property etc. for which employee is responsible.</i>	None

Key areas for decision making:	Recommending decisions to Committee and taking responsibility for some delegated decisions
Other considerations: <i>E.g. working patterns</i>	N/A

Key accountabilities and result areas:	Key elements:
To take a lead on a specific theme- Town Centres and Business, Education and Programmes or Housing and be responsible for the delivery of the strategic applications in the respective theme.	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Providing planning expertise in one of 3 themes: Town Centres and Business, Education Programmes, Housing. ▪ In the respective theme, using planning expertise to secure high quality development which will enhance town centres, provide new business opportunities, new homes and buildings to further enhance education provision in Redbridge. ▪ Ensuring that applications and pre- application work are dealt with in a professional and timely manner. ▪ Making use of application of information technology to undertake duties and responsibilities of the post and to effectively manage the work.
To lead negotiations on development proposals to achieve outcomes to meet Council objectives.	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Ensuring all relevant statutory processes are followed, policies and other material considerations are taken into account in advising on and determining applications. ▪ Ensuring that applications and pre- application work are dealt with in a professional and timely manner, ensuring timescales are met. ▪ Working with, and negotiating with, developers and their agents to achieve planning outcomes that meet with Council objectives and enhance the borough in terms of housing jobs, new business, new education provision and high quality development.
To provide timely and relevant advice in relation to strategic developments to Council members, relevant Committees, Public Inquiries, public meetings and local people.	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Presenting cases to Committee, and providing evidence at Inquiries and in Court and in written form. ▪ Providing high quality professional advice and information to members ▪ Presenting to a wide variety of audiences, which can include, public meetings, 1 to 1s with stakeholders and developers, and the Mayor and GLA on major applications.
To ensure that there is full and effective engagement of public and stakeholders in the process.	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Ensuring all statutory and Council procedures are followed to engage local people and other stakeholders in planning proposals.
To provide management support and direction to planners and graduate planners.	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Providing direction and guidance to staff on key issues and matters of significance regarding planning legislation and Council priorities. ▪ Supporting the development, management and appraising of planners and graduate planners
General accountabilities and responsibilities	

Green Statement	<p>This will involve:</p> <ul style="list-style-type: none"> Seeking opportunities for contributing to sustainable development of the borough, in accordance with the Council's commitment to making Redbridge a cleaner, greener place to live. In particular, demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in your job.
Data Protection/Confidentiality	<p>This will involve:</p> <ul style="list-style-type: none"> Complying with the Data Protection Act 1998 – treating all information acquired through your employment, both formally and informally, in strict confidence and in accordance with Caldicott principles. Complying with the Code of Conduct, other practice guidelines and the rules and protocols defining employees' access to and use of the Council's databases and systems. Any breaches could result in disciplinary measures. Maintaining client records and archive systems in accordance with departmental procedure, policy and statutory requirements.
Conduct and Whistleblowing	<p>This will involve:</p> <ul style="list-style-type: none"> Complying with the requirements of the Code of Conduct and maintaining high standards of personal conduct, honesty and integrity. You have a duty to raise any impropriety or breach of procedure to the appropriate level of management. Employees making such disclosures (whistleblowing) are protected and may make them without fear of recrimination.
Safer Working	<p>This will involve:</p> <ul style="list-style-type: none"> Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults. Where you work in such a post the Council will require a Disclosure & Barring Service (DBS) check and references will be taken up prior to interview.
Equalities	<p>This will involve:</p> <ul style="list-style-type: none"> Complying with the Council's strong commitment to achieving equality of opportunity and outcomes in its services to the community and in the employment of people. You are expected to understand, comply with and promote Council policies in your work, to undertake any appropriate training and to challenge any prejudice and discrimination.
Customer Care	<p>This will involve:</p> <ul style="list-style-type: none"> Complying with corporate and service area customer service standards and promoting the development of high quality, individualised and customer-led services.
Health and Safety	<p>This will involve:</p> <ul style="list-style-type: none"> Being responsible for your own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

To contribute as an effective and collaborative member of the team	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Taking responsibility for continuing self-development and participating in training and development activities. ▪ Participating in the ongoing development, implementation and monitoring of the service plans. ▪ Supporting and contributing to value for money, service efficiencies and improvements.
Flexibility	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ The above-mentioned duties are neither exclusive nor exhaustive. From time to time you may be required to undertake responsibilities outside the normal remit of your Job Description as required by the line manager, and are broadly within your the grading level and competence.

Person Specification

Job Title:	Principal Planner (Town Centres and Business), (Education Programmes),(Housing)		
<i>Method of candidate assessment: A = Application form I = Interview T = Test. Weighting: 3 = most important, 2 = least important</i>		A - I - T	Weighting
Minimum education/ qualifications:	<p>Planning degree or postgraduate qualification in Planning</p> <p>Member of RTPI</p>	A	3
Minimum experience/ knowledge/ skills:	<ul style="list-style-type: none"> ▪ A successful track record in dealing with strategic planning applications, in particular, large scale developments in at least one of the following areas of expertise- town centres and business developments, major housing schemes or education programmes. ▪ Experience of working across professional teams to successfully take on board corporate objectives in dealing with strategic planning applications. ▪ Ability to advise Senior Management and politicians on significant planning proposals. ▪ Understands development processes. ▪ Ability to identify development opportunities. ▪ Up to date knowledge and awareness of relevant planning legislation and understanding of national, regional and local agendas regarding planning ▪ Has good understanding of working in Local Government and political awareness. ▪ Good understanding of IT relevant to the role. 	<p>A I T</p> <p>A I</p> <p>A I</p> <p>A I</p> <p>A I T</p> <p>A I</p> <p>A I</p>	All 3

Minimum competencies: Customer focus	<ul style="list-style-type: none"> ▪ Demonstrating a high customer work focus. 	A I	3
Communicating and influencing	<ul style="list-style-type: none"> ▪ Able to communicate effectively, both orally and in writing, and influence others. ▪ Able to draft reports and make recommendations on planning applications. ▪ Able to present evidence to Inquiries or similar and to public meetings. ▪ Ability to negotiate to achieve positive solutions 	A I A I T A I A I	All 3
Building relationships, working together and in partnership	<ul style="list-style-type: none"> ▪ Ability to work successfully in a political environment and promote the interest of the borough with outside bodies ▪ Ability to work with Government departments and agencies and the GLA, providing information, liaising and influencing 	A I A I	All 3
Respecting & implementing diversity	<ul style="list-style-type: none"> ▪ Ability to and commitment to implementation of equalities policies in the work place. ▪ Ability to reflect equality and diversity policies in dealing with development proposals. 	A I A I	All 3
Planning, organising & achieving results	<ul style="list-style-type: none"> ▪ Able to initiate and progress work-plans for oneself and the team ▪ Ability to deal simultaneously with a range of tasks and activities and cope with a heavy workload. ▪ Ability to problem solve with the ability to recognise controversial and sensitive issues. 	A A I A I	All 3
Embracing change	<ul style="list-style-type: none"> ▪ Supportive of achieving continuous improvement and embracing change to deliver cost effective, quality services. 	A I	3
<i>For those with managerial responsibility</i>	<ul style="list-style-type: none"> ▪ Some management experience as described below 	A I	All 3

Managing and developing people	<ul style="list-style-type: none">▪ Able to support the development and supervision and appraising of planners and graduate planners.▪ Able to provide mentoring support to more junior staff.▪ Ability to manage a flexible pool of staff	AI AI AI	
Special conditions:	<ul style="list-style-type: none">▪ Able to work evenings and sometimes at weekend	AI	3
Signature of Employee:	Name:	Date:	