

# **JOB DESCRIPTION**



**Effective Date: April 2024**

**Location: Hybrid/ Swale House (on average 2 days a week)**

**Job Title: Principal Planning Officer**

**Grade: 8**

**Responsible to: Planning Manager**

**No. of Staff Responsible For: 0**

## **PURPOSE OF JOB**

To support the Head of Service and Chief Planning Officer in delivering an efficient and effective planning service across the Borough.

## **MAIN ACCOUNTABILITIES**

1. To provide day to day leadership, mentoring and sign off to junior officers to ensure the delivery of a high-quality planning service that meets the statutory responsibilities of the Council, whilst escalating matters as required to the Planning Manager (Policy) required.
2. To support and deputise for the Planning Manager (Policy) as required. Through leading by example proactively encourage effective team working both internal and external.
3. Preparation of planning policies, evidence base documents and other related documents to support the progression of the Local Plan, and contribution to the preparation and implementation of corporate and other Service strategies.
4. The preparation and implementation of development and design policies and advice; the production of development briefs and planning guidance.
5. Preparing and presenting the Council's case at appeals, inquiries, hearings, injunctions, Court Hearings and Examinations in Public commensurate to grade; preparation and presentation of reports to committees as required.
6. Liaising with other sections within the service / wider Council to provide information and assistance as required. Responding to requests for information and assistance participate in discussions as appropriate. Provide information and advice on planning matters to members of the general public, elected members, parish councils and other stakeholders.
7. Process a complex case load of planning applications and pre-application enquiries; monitoring development approvals and permissions; providing development advice to householders, agents, developer and landowners. To enter into Section 106 negotiations and agree Planning Performance Agreements as required.

8. Authorise and issue planning decisions in accordance with the Council's Scheme of Delegation.
9. To undertake such other duties appropriate and commensurate to grade.
10. To comply fully with the Council's Equal Opportunity Policy, Health and Safety at Work Policy and IT Security Policy.
11. To assist as required in the Council's Emergency Plan.

## **PERSON SPECIFICATION**

### **Principal Planning Officer (Policy)**

Attributes:		Essential/ Desirable	Assessed By
Education, Training and Knowledge	Level 6 or 7 Planning Qualification	Essential	Application
	Chartered status of the Royal Town Planning Institute or Planning and Development Division of the Royal Institute of Chartered Surveyors- MRTPI or RICS	Essential	Application
	Ability to undertake independent travel around the Borough	Essential	Application
	The ability to communicate clearly and effectively is essential to the role.	Essential	Interview
	As this is a customer focused role the ability to converse at ease with customers adapting communication style to suit differing audiences and provide advice in accurate spoken English is essential.	Essential	Interview
Experience	Able to balance a variety of planning issues on complex planning applications.	Essential	Interview
	Works with other teams and colleagues internally and externally developing relationships and sharing knowledge, ideas and expertise and best practice to achieve outcomes.	Essential	Interview
	Provide objective and constructive advice and support to achieve common objectives giving praise and recognition for good work use professional integrity and expert knowledge to work across disciplines breaking down professional barriers to improve outcomes for individuals and communities.	Essential	Interview
	Experience in delivering similar functions and duties to those outlined in the main accountabilities must include experience of preparing and giving evidence at Public Hearings or Court and negotiating complex Section 106 agreements. A consistent record of giving sound professional advice and building success through effective and productive working relationships with ward	Essential	Interview

	members, parish councils, colleagues and customers. Adapt communication as appropriate to your audience Experience of working within a local authority planning department	Essential	Interview
	Good inter-personal and communication skills including experience of dealing with the public	Essential	Interview
	Able to work under pressure, to deadlines and use own initiative	Essential	Interview
	Adapt communication as appropriate to your audience.	Essential	Interview
	Have effective IT skills including the ability to use Microsoft Office applications, information databases and GIS systems	Essential	Interview
		Essential	Interview
		Essential	Interview

## COMPETENCY PROFILE

Leadership	<ul style="list-style-type: none"> <li>• Anticipates and responds flexibly to changing priorities and modernise ways of working to meet the changing environment.</li> <li>• Identifies and implements new ways of working.</li> <li>• Supports individuals and team at times of both organisational and personal change making appropriate adjustments to accommodate individual needs where required.</li> <li>• Expresses a positive approach to change and promotes the benefits of change to team and colleagues.</li> <li>• Attends Swale House in person to meet business and team needs inline with hybrid working practices.</li> </ul>
Performance	<ul style="list-style-type: none"> <li>• Keeping abreast of new initiatives and legislation in accordance with Key Performance Indicators and national targets.</li> <li>• Identifies trends and creates solutions.</li> <li>• Ensuring that health and safety practises policies and procedures are applied keeping employees and customers safe minimising workplace actions and injuries. Working in an inclusive way that minimises the opportunity for discriminations in line with the Council's policies.</li> <li>• Considers risk in the context of service development and delivery.</li> </ul>
Ambition	<ul style="list-style-type: none"> <li>• Maintains a positive approach when things go wrong and demands are high.</li> <li>• Uses past experience and professional judgement/ expert knowledge to make informed decisions.</li> </ul>

	<ul style="list-style-type: none"> <li>• Use professional expertise and knowledge to ensure the Council is leading best practice to improve outcomes.</li> <li>• To undertake training as required and take responsibility for own training needs by identifying courses that will fulfil agreed training objectives.</li> </ul>
Customer care	<ul style="list-style-type: none"> <li>• Understands what needs to be achieved and ensures that this is communicated to ward councillors, parish councils, applicants and agents and other stakeholders as appropriate.</li> <li>• Actively listens to customer feedback and takes action to improve customer experience.</li> <li>• Evaluates and reviews the impact of service improvements from the customers perspective.</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>• Promotes a positive team environment with good morale.</li> <li>• Works with other teams and colleagues internally and externally developing relationships and sharing knowledge, ideas and expertise to achieve outcomes.</li> <li>• Encourages colleagues to consider different perspectives in their work.</li> </ul>