

JOB PROFILE

Directorate:	Customer Experience
Service Area:	Planning and Growth Service
Job Title:	Principal Planning Officer (Development Management)
Grade:	PO2
Post Number:	P122
Base/Location:	Charnwood Borough Council Offices
Responsible To:	Team Leader Development Management
Responsible For:	P112 Planning/Senior Planning Officer, M362 Planning Assistant and/or
Key Relationships/ Liaison with:	Officers at all levels of the organisation and elected members. Clients, architects, surveyors, designers, the public, government agencies/statutory undertakers and other local authorities and consultees.

Job Purpose

- To assist the Team Leader Development Management in the delivery of development management services including the supervision and mentoring of staff and their learning and development.
- To determine major and complex minor applications and oversee householder and other planning applications.
- To assist in the allocation of work, the review of committee reports and signing of decisions.
- To ensure you contribute to high standards of quality assurance, professional conduct, and customer service in the Service.
- To deliver an effective and appropriate service to all service users, fairly and without discrimination.

Main Duties and Responsibilities

1.	To support the Team Leader in the management of a team of planning professionals and support staff through effective supervision of staff in accordance with legislation, adopted service standards and performance indicators as directed.
2.	To manage a caseload of all types of planning application, but with specific responsibility for major, complex, and potentially controversial proposals, including: <ul style="list-style-type: none"> a. Provide pre-application advice. b. Check, validate and register planning and other applications as required. c. Ensure site notices and press notices are made. d. Undertake site inspections and surveys. e. Undertake research.

	<p>f. Consultation with stakeholders; including the public, statutory consultees and amenity and community organisations.</p> <p>g. Negotiations with applicants and professional agents including leading negotiations on Section 106 Agreements.</p> <p>h. Assisting Councillors, Town and Parish Councils and others to understand proposals.</p> <p>i. Preparation of reports on applications, including for committee, with recommendations based on national and local planning policies and guidance and professional judgement.</p> <p>j. Presentation of applications and related items at meetings of the Plans Committees.</p> <p>Ensure the back-office system and document management system are kept up to date in respect of the case files being managed.</p>
3.	Assist and where applicable deputise for the Team Leader Development Management including allocation of work, reviewing Committee reports and the signing of decisions as specified under the Scheme of Delegation.
4.	Prepare evidence and witness statements and appear as an expert witness for the Council at all types of planning appeals, examinations in public, Public Inquiries and court hearings as required and to supervise such work undertaken by Planning/Senior Planning Officer and Planning Assistant roles as required.
5.	Provide pre-application advice for development proposals, including acting as lead officer co-ordinating the views of all relevant parties, including relevant stakeholders, in accordance with the pre-application service standards.
6.	Liaise with and assist the Planning Enforcement Team in the conduct of investigations and preparation of cases for enforcement action.
7.	Liaise with Senior Officers of other departments regarding development possibilities on Council owned and other land and provide appropriate advice as required.
8.	Assist the Head of Planning and Growth in the management of projects and the supervision of staff in undertaking complex and challenging assignments.
9.	To promote the personal development of team members by providing supervision, guidance, and assistance as necessary and identifying their objectives, training and development needs to ensure they have the skills needed to achieve agreed service related and corporate objectives. To organise and host regular 121s and Personal Reviews.
10.	Contribute to the continuous improvement in the delivery of customer satisfaction ensuring all work is carried out to meet agreed expectations for customer service and defined performance indicators.
11.	The postholder will be required to undertake such other duties commensurate with the grade, and / or hours of work, as may be reasonably be required.
12.	Responsible for protecting and managing information securely, and reporting breaches or suspected information security breaches, in line with Council policies.

Special Factors

- The job is designed primarily to manage the delivery of major development projects. However, the Service is committed to the development of a flexible staff structure equipped with the broad range of skills and abilities required to ensure the attainment and maintenance of high standards of service delivery in all aspects of the Planning and Growth Service. Accordingly, the post may be seconded to assist other functions within the Service subject to overall demands placed upon it.

- Management has the right to vary the duties after consultation with you.

This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.

Charnwood Borough Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

Prepared by: Head of Planning and Growth

Date: March 2024

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	Essential	Desirable
<u>Qualifications</u>		
Degree in Town and Country Planning or related subject.	✓	
Full Membership of the RTPI.	✓	
Post Graduate planning (or equivalent) qualification or significant experience working at a Senior or Principal Planning Officer level.	✓	
<u>Experience</u>		
Substantial recent experience of development management dealing with more complex planning applications and appeals.	✓	
Experience of managing and supervising staff and their personal development.		✓
<u>Skills / Knowledge</u>		
Able to analyse complex planning issues and to write high quality letters, reports, and evidence statements.	✓	
Demonstrate an understanding of current law and guidance relating to development management.	✓	
ICT knowledge and aptitude.	✓	
Use of specialist planning software.	✓	
<u>Interpersonal Skills</u>		
Excellent communication skills.	✓	
Effective negotiation skills.	✓	
Commitment to teamwork.	✓	
Self-motivated and well organised so that agreed deadlines can	✓	

be met.		
<u>Other requirements</u> An understanding of, and commitment to equal opportunities, and the ability to apply this to all situations. Must be able to perform all the duties and tasks of the job with reasonable adjustments, where appropriate, in accordance with the provisions of the Equality Act 2010. To be able on occasion to work outside normal office hours. To be able to travel throughout the Borough (may be using own transport).	✓ ✓ ✓ ✓	

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