



# Principal Strategic Planning Officer

<b>LEVEL:</b>	Level 4
<b>ACCOUNTABLE TO:</b>	Strategic Planning Manager
<b>SALARY:</b>	£45,091 to £49,282 per annum (pro rata for part time hours)
<b>LOCATION:</b>	Totnes/Tavistock/Agile
<b>CONTRACT:</b>	Permanent

## Job Purpose

To play a leading role in drafting and adopting a new local plan that responds to local and national challenges and aligns with our corporate objectives.

The Principal Strategic Planning Officer will play a key role in providing detailed input into the creation of a new joint local plan and offer a high level of technical knowledge and expertise in support of the wider strategic planning function.

Operating at a Principal level will require direct liaison with officers, elected members, developers and wider stakeholders, and the ability to effectively represent the council in a range of forums will form a key part of the role.

## Role Profile

- Support the preparation of a new joint local plan across South Hams and West Devon.
- Lead on specific areas of the local plan evidence base, including managing projects and contracts.
- Manage internal and external relationships, using excellent communication skills, including deputising for the Strategic Planning Manager as appropriate.
- Provide detailed input on complex planning applications and development proposals.
- Apply innovation and creativity to both our strategic planning and wider corporate operations.



## Person Specification

### Qualifications

Essential	Desirable
Town Planning or related land use degree	Professional development in related specialism
Chartered membership of the Royal Town Planning Institute	

### Knowledge / Experience

Essential	Desirable
Experience of having a lead role in plan preparation, from drafting to adoption	Experience of contract management and procurement
Excellent knowledge of existing and emerging planning systems, national policy, legislation and regulation	Awareness of related disciplines and emerging policy areas including climate change, whole life carbon assessments and circular economy
Experience of using digital tools and datasets in all aspects of plan making, and policy implementation and monitoring	Extensive experience of using GIS systems in plan preparation or considering planning applications
An understanding of how to achieve results in a political environment	

### Skills / Abilities

Essential	Desirable
Excellent analytical and research skills	Ability to be adaptable and creative in finding solutions to challenges
Able to communicate clearly, convincingly and appropriately, both orally and in writing, with a track record of collaboration and team working.	
Strong negotiating skills, with the ability to undertake challenging discussions on behalf of the council	



Ability to manage competing priorities and apply sound working practices to ensure effective performance

## General / Other

Essential	Desirable
Understanding of the wider role and purpose of local authorities, and the various services and functions they perform	Holds full UK driving licence

## General

The list above is not exhaustive, this role profile sets out the duties of the post at the time it was drawn up. Such details may vary from time to time without changing the general character of the duties or the level of responsibility involved.

## Safeguarding Children & Adults at Risk

The Council has a Safeguarding Policy which outlines its responsibilities and the responsibilities of its employees. All employees need to be aware of this Policy and comply with the contents.

## Equality, Diversity & Inclusion

The Council has an Equality, Diversity and Inclusion policy which outlines its commitment to creating a culture that respects and values each other's differences, promotes dignity, equality, diversity, and inclusion, encourages individuals to develop and maximise their true potential and combats prejudice, discrimination, and harassment.

## Staff Code of Conduct

The public, our communities, customers, and colleagues are entitled to expect the highest standards of conduct from all people working for the Councils. The Code of Conduct sets out the general standards of conduct expected of everyone working for the Councils.

## Climate Change

Contribute to the Council's corporate objectives in relation to climate change by considering the environmental impact of individual and collective actions, working to reduce resource and energy use, minimise waste, and anticipate and enhance the efficiency of services in response to a changing climate, wherever possible, to help the council reduce its own carbon footprint and that of the district.

Updated September 2025