



**BRENTWOOD  
BOROUGH COUNCIL**



## **Job Description**

### **Principal Planning Officer**

<b>Position Title</b>	Principal Planning Officer
<b>Service Area</b>	Place
<b>Team</b>	Planning Development Management
<b>Band</b>	OneTeam Band 9
<b>Reports to</b>	Director of Place Corporate Manager Team Leader
<b>Responsible for</b>	Planning assistants, planning officers.
<b>Financial Accountability</b>	Responsibility for managing the funding of and managing the spend against individual PPA agreements.

Brentwood Borough Council and Rochford District Council (together referred to as the “Councils”) have come together to form a strategic partnership (“the #OneTeam Transformation”) the purpose of which is create a unified officer team which will share knowledge, experience and projects for the overall benefit of both Councils, developing unified ways of working including common policy and processes.

The Councils are committed to safeguarding and promoting the welfare of children and adults, and expects all employees, contractors and volunteers to share its commitment to prevent abuse, harm or exploitation.

## **MAIN PURPOSE**

The main purpose of this role is to be the lead officer for the largest and most complex planning applications, pre application submissions, screening and scoping opinion requests that are submitted to the authorities. The role will also be responsible for leading appeals in relation to those applications.

With excellent communication skills you’ll take responsibility for effective negotiation and resolution, to ensure outcomes that reflect the Council’s wider objectives and policies. This includes securing the necessary infrastructure through S106 and in Brentwood CIL.

This role will support the team leaders in Rochford and Brentwood to provide mentoring support for less experienced members of the team and on occasion will be responsible for signing off delegated decisions from other members of the team.

The post holder will be expected to develop excellent relationships with internal and external stakeholders and service providers and provide high levels of customer service to our residents and Councillors.

Whilst the role will be geographically focussed to either Rochford or Brentwood the post holder should expect to work across both areas as needs dictate. Hybrid working across both offices (as necessary) and from home is the expected working pattern.

## **MAIN RESPONSIBILITIES**

### **Lead officer for major applications**

Reporting directly to the Corporate Manager for Development Management you will lead the Councils determination of the largest and most complex major applications that are received by the Councils. This will also include guiding applicants through a bespoke PPA process, screening and scoping for environmental statements and if necessary through appeal hearings and inquiries.

The role will require excellent report writing and presentation skills which can present complicated and technical evidence and legislation to a wider audience including other departments of the Council, Councillors and members of the public.

Attendance at evening committee meetings, member briefings will be required to present cases to members and to make recommendations on the determination of decisions. Occasional attendance at presentations given to residents or Parish Councils may also be required.

Leading the local planning authorities at Brentwood Borough Council and Rochford District Council, with a unified approach to develop and deliver subject specialisms to ensure efficiency of working.

### **Providing mentorship for less experienced members of staff**

The role will not be expected to line manage any staff members but will play in a role in supporting the continued professional development of less experienced members of the teams. This could include providing mentoring, allowing staff to shadow or working alongside to help them gain experience and providing advice on how to deal with issues that may arise within their own caseload. It will also include disseminating best practice to the wider teams including through leading training sessions with colleagues and Councillors.

### **Continued Professional Development**

Be responsible for managing your own continued professional development through the attendance at relevant training and courses, keeping up to date with changes to local and national guidance and legislation as appropriate. You should be a member of the RTP1 or have the qualifications and experience to be a member.

### **Stakeholder Management**

Ensuring the establishment of effective partnerships with internal and external stakeholders to facilitate a clear process for considering planning applications

Focus on providing a quality service, underpinned by good performance, ensuring corporate priorities for high quality development growth are met in line with policies.

Proactively manage key relationships with partners, such as local businesses and parish/town councils.

## **Customer Engagement**

Joint working and responsibility with the Business Manager for the performance of the local planning authorities on all planning applications and delivering excellent customer service.

Engaging with and building positive relationships with customers to ensure that their requirements are at the centre of the design and delivery of services with the aim of achieving high levels of customer satisfaction (for example, applicants and agents, plus other professionals in the development industry).

Deal with customer complaints, seeking to learn and improve the Service wherever needed.

Providing, or ensuring the provision of, professional support and guidance to drive service improvement and achieve quality outcomes for proposed development schemes.

## **Digital and process efficiency**

Use efficient and effective system processes that support the local planning authorities by the use of technology and process improvement methodology.

Working with managers to ensure stakeholders and customers are engaged in the use of processes by appropriate training and coaching reviewing and applying feedback for continual process improvement.

## **Governance and budgetary control**

Be responsible for monitoring and managing the costs associated with PPA that you are working on, to ensure that full cost recovery is met.

Complying with the relevant Rules of Procedure at both Councils and undertake those functions identified in the responsibility for Functions (e.g., the scheme of Delegation to Officer) as may be determined from time by the Councils.

## **Corporate leadership responsibilities**

1. Health and Safety. Ensuring that all hazards are identified and managed to an acceptable level, ensuring all relevant documentation is also completed. You will also ensure you demonstrate you are committed to Health and Safety by leading by example.
2. Data Security. Ensuring that all data and sensitive information collected by the service meets the requirements set out in the Councils' policies and procedures meeting the legislative requirements of the current Data Protection legislation applicable
3. Equality, diversity and inclusion. Ensuring that all responsibilities undertaken are compliant with the Equality Act 2010 and supporting legislation.

4. Any other duties appropriate to the post: These other duties must be equivalent to or below the salary and status of the role and, where appropriate, under the Equality Act 2010, due consideration must be given to any employees with a “protected characteristic”.

## PERSON SPECIFICATION

<b>Position Title:</b>	Principal Planning Officer	<b>Date Reviewed</b>	September 2025
<b>Team</b>	Planning Development Management	<b>Band:</b>	Band 9
<b>AF= Application Form                      I = Interview                      T= Test</b>			

	REQUIREMENTS	Essential	Desirable	Assessed
<b>1.</b>	<b>EXPERIENCE AND KNOWLEDGE</b>			
1.1	Demonstrable experience managing complex major planning applications	✓		AF/I/T
1.2	Experience of dealing with the public and stakeholders	✓		AF/I/T
1.3	Experience of writing high quality committee reports	✓		AF/I/T
1.4	Experience of presenting complex planning applications for consideration by Planning Committee	✓		AF/I/T
1.5	Experience of working at a senior level directly with politicians in a democratic environment		✓	AF/I/T
1.6	Experience of mentoring and supporting less experienced members of a team		✓	AF/I/T
1.7	Experience of working in pursuit of collaborative/organisational goals	✓		AF/I/T
1.8	Demonstratable experience of stakeholder management and engagement	✓		AF/I/T
1.9	Experience of working in a partnership environment		✓	AF/I/T
<b>2.</b>	<b>CORPORATE LEADERSHIP BEHAVIOURS</b>			
	<b>SUPPORTING AND CO-OPERATING</b>			
2.1	Supports others and shows respect and positive regard for them in social situations. Puts people first, working effectively with individuals and teams, clients and staff. Behaves consistently with clear personal values that complement those of the organisation. Demonstrates commitment to the principles and practice of equal opportunities in employment and service provisions.	✓		I/T

	REQUIREMENTS	Essential	Desirable	Assessed
2.2	<b>INTERACTING AND PRESENTING</b> Communicates and networks effectively. Successfully persuades and influences others. Relates to others in a confident and professional manner.	✓		I/T
2.3	<b>ANALYSING AND INTERPRETING</b> Shows evidence of clear analytical thinking. Gets to the heart of complex problems and issues. Applies own expertise effectively. Quickly learns new technology. Able to communicate clearly, concisely and sensitively both orally and in writing.	✓		I/T
2.4	<b>CREATING AND CONCEPTUALISING</b> Opens to new ideas and experiences. Seeks out learning opportunities. Handles situations and problems with innovation and creativity. Thinks broadly and strategically. Support and drives organisational change.	✓		I/T
2.2	<b>ORGANISING AND EXECUTING</b> Plans and works in a systematic and organised way. Follows directions and procedures. Focuses on customer satisfaction and delivers a quality service or product to the agreed standards.	✓		I/T
2.6	<b>ADAPTING AND COPING</b> Adapts and responds well to change. Manages pressure effectively and copes well with setbacks. Flexible approach to hours, including occasional out of hours working	✓		I/T
2.7	<b>ENTERPRISING AND PERFORMING</b> Focuses on results and achieving personal work objectives. Works best when work is related closely to results and the impact of personal efforts is obvious. Shows an understanding of business, commerce and finance. Seeks opportunities for self-development and career advancement.	✓		I/T
<b>3.</b>	<b>EDUCATION AND TRAINING</b>			
3.1	Degree (or equivalent qualification) in Town Planning or related subject.	✓		AF/I/T
3.2	Eligible for full membership of the RTPI	✓		AF/I/T
3.2	Willing to study towards postgraduate qualification	✓		AF/I/T

	REQUIREMENTS	Essential	Desirable	Assessed
<b>4.</b>	<b>OTHER</b>			
4.1	A flexible working approach with the occasional need to work evenings	✓		I
4.2	Adhere to the Council's values and behaviours.	✓		I