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| **Job Description** |



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| **JOB TITLE** | Principal Planning Officer – Policy |
| **REPORTS TO** | Planning Policy Manager |
| **DIRECT REPORTS** | None |
| **INDIRECT REPORTS** | None |
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| **PURPOSE OF THE JOB ROLE** |
| To support the delivery of the Council's statutory responsibilities for the production (and implementation) of the new Local Plan, Supplementary Planning Documents and Neighbourhood Plans, in order to deliver high quality, sustainable development across the Borough.To provide support and technical expertise to the Planning Policy Manager within the Planning Service, including deputising as appropriate and supervising junior staff. |
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| **MAIN DUTIES AND RESPONSIBILITIES** |
| * To support the Planning Policy Manager in the delivery of the Council's statutory responsibilities for the production (and implementation) of the new Local Plan, other plans, including the Joint Minerals and Waste Plan, and Supplementary Planning Documents.
* To contribute towards the delivery of high quality, sustainable development and placemaking across the Borough and to contribute towards the Council’s wider aims and objectives, including the delivery of the Council Plan and the Climate Strategy.
* To consult with the community and other stakeholders, including other services, Parish Councillors, elected Members and Corporate Leadership Team.
* To assist the Planning Policy Manager in the day to day management of the Planning Policy team to ensure an efficient and cost-effective planning policy service for all our customers and stakeholders.
* To deputise for the Planning Policy Manager as appropriate and to allocate work within the Planning Policy team and supervise and motivate more junior staff working on specialist areas of planning policy: this will include taking the lead on at least one specialist area of planning policy.
* To provide support and advice to Parish Councils and other local community groups with regard to neighbourhood planning: this will include attending meetings and updating the Lead Member.
* To attend Council and other meetings to give professional advice and guidance so that the residents and Members are reliably and sensitively informed as to the planning implications of their decision-making process and statutory legislation.
* To assist with the appointment and management of external specialist professional consultants engaged on specific projects in order to secure their effective delivery to set timescales and to report back to the Planning Policy Manager/Head of Service.
* To advise, consult and communicate with others in the Planning Service, Council Lead Members, Cabinet and Council Members and to attend meetings of Cabinet, the Place Overview and Scrutiny Panel, and such other panels and committees as required. Working closely with Duty to Cooperate partners.
* To ensure that planning policy is based on robust evidence, including on future housing and employment needs and demographic trends and those resources are targeted at meeting identified needs and priorities.
* Responsible for the effective day to day management and financial and performance monitoring of any contracts in line with the requirements set out in Part 8A of the Council’s Constitution.
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| This job description outlines the main duties and responsibilities but does not detail every task required for service delivery. You may be asked to take on additional duties at an equivalent level, on a temporary or permanent basis. |
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| **GENERAL RESPONSIBILITIES** |
| Standard responsibilities that apply to all council staff or specific groups are set out in the [Employee Handbook](https://www.rbwm.gov.uk/media/2074/download/), these include:

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| * Corporate management
* Information governance compliance
* Whistleblowing
* General Safeguarding Statement
* Project and work management
* Working in a team
 | * Risk management including Health & Safety
* Business continuity
* Equality of Opportunity
* Our corporate values
* Budget management
* Specific responsibilities for managers
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Local operating procedures and specific activities/tasks will be supplied by the service. |
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| **PERSON SPECIFICATION**(When setting out the person specification, have a think about what you would consider as the minimum (or essential) criteria versus what skills and experience are desirable for this role. For desirable criteria, indicate by adding ‘(desirable)’ at the end of the requirement. Candidates who have declared a disability, are care leavers, or are part of the armed forces and meet the minimum criteria, will be guaranteed an interview under the Guaranteed Interview Scheme.) |
| **Qualifications/Education/Training**  | Educated to degree level in planning or a related discipline, and/or a post-graduate qualification in planning or a related discipline. Chartered Member of the Royal Town Planning Institute (RTPI) or equivalent organisation.  |
| **Experience**  | Extensive post qualification experience of Planning and Local Government. |
| **Skills, Abilities and Competencies**  | Experience of successful partnership working. An understanding of how to achieve results in a political environment.A thorough understanding of consultation methods/techniques, customer care principles, systems and methods.Able to provide clear leadership & strategic direction in a manner that secures commitment and ownership.Able to communicate clearly, convincingly & sensitively, orally and in writing.A track record of collaborative and team working. Ability to plan both financial and staff resources to ensure that desired outcomes are achieved.A track record of using Project Management skills to deliver new services or initiatives.Up to date knowledge of planning law and has at least one area of planning policy that has specialised in and can lead on.Worked in planning policy and has an understanding of writing policy documents.Giving evidence under cross examination/at Examination in Public.Experienced in presenting to and attending public meetings to represent the local planning authority.Enthusiastic self-starter who can equally work as part of a team and demonstrate good commitment to the role. |
| **Specific Working Requirements** | A valid driving license, able to work during unsocial hours. |
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| **OTHER/SPECIAL REQUIREMENTS FOR THIS ROLE**  |
| **DBS check required for this role** | Not applicable |
| **Is this role “politically restricted”?** | No |
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| **ADDITIONAL JOB DETAILS** |
| **Job Grade** | 8 |
| **Directorate** | Place  |
| **Service Area** | Planning |