

JOB PROFILE

Directorate:	Customer Experience
Service Area:	Plans, Policies and Place
Job Title:	Principal Planning Officer
Grade:	PO2
Post Number:	P214
Base/Location:	Charnwood Borough Council Offices
Responsible To:	Team Leader Local Plans
Responsible For:	None
Key Relationships/ Liaison with:	<p>Officers at all levels of the organisation and elected representatives.</p> <p>Regional and national agencies, local businesses and business organisations, local community representatives, voluntary and private sector partners and stakeholders, the public, statutory undertakers and other local authorities and consultees.</p>

Job Purpose

- To support the preparation, implementation and review of the statutory local development framework for the Borough and the provision of advice to the Council and its customers upon the implications of new legislation, policy guidance and initiatives advanced by other bodies and agencies.
- Delivery of an effective and appropriate service to all service users, fairly and without discrimination.

Main Duties and Responsibilities

1.	Assist in the preparation and review of the Council's statutory local development framework and related non statutory policies, standards and guidance, with particular responsibility for the management of major and more complex planning policy issues.
2.	Ensure the implementation of adopted development plan policies and the application of non-statutory policies, standards and guidelines through the provision of advice on planning applications, engagement in pre application enquiries and project management of specific initiatives.
3.	Formulate appropriate responses to the plans, policy guidance, consultation documents and circulars prepared by other Borough Council divisions, the County Council, adjoining local authorities, regional agencies, government departments and other bodies.
4.	Prepare and present reports for the consideration of the relevant Council

	Committees on the local development framework and related policy matters.
5.	Prepare evidence and appear as necessary as an expert witness for the Council at public inquiries, examinations in public and other public hearings.
6.	Deal with general enquiries on plans and policies by telephone, in correspondence and in person.
7.	Liaise with other Council divisions, County Council departments, Town/Parish Councils and other external agencies and authorities on matters affecting local development framework preparation and implementation with attendance as necessary at meetings, presentations and exhibitions.
8.	Coordinate necessary survey work to keep under review matters expected to affect the development of the Borough or the planning of its development in accordance with statutory requirements.
9.	Assist in the preparation and maintenance of efficient research and information systems necessary to comply with statutory and advisory statistical or qualitative surveys, to inform the plan making process and to service the information needs of other Council divisions.
10.	Engage and manage consultants to support the preparation and review of the Council's statutory local development framework and related non statutory policies, standards and guidance.
11.	Assist the Head of Planning Policy in the supervision of staff within the Planning Policy Team and provide guidance to assist those staff in undertaking complex and challenging assignments.
12.	To promote the personal development of team members by providing supervision, guidance and assistance as necessary and identifying their training and development needs to ensure they have the skills needed to achieve agreed service related and corporate objectives.
13.	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.
14.	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.
15.	Responsible for protecting and managing information securely, and reporting breaches or suspected information security breaches, in line with Council policies.

Special Factors

- The nature of the work may involve the jobholder carrying out work outside of normal working hours.
- This job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post holder and the Council in understanding the prime functions of the post. It should not be regarded as exclusive nor exhaustive as there may be other duties and requirements associated with and covered by the grading of the post.
- In particular it should be noted that the job is designed primarily to assist in the delivery of the local plan. 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 Regeneration Service. Accordingly the post may be seconded to assist in Planning Enforcement, Economic Development, Regeneration, Building Control and Development Management functions, subject to overall demands upon the service.
- Management have 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 Regeneration

Date: 23 May 2018

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	Essential	Desirable
<u>Qualifications</u>		
Degree or equivalent in Town Planning or related subject.	✓	
RTPI Membership.	✓	
Diploma or Masters in Town Planning.		✓
Leadership Qualification such as ILM Level 3.		✓
Prince2 Project Management.		✓
<u>Experience</u>		
Substantial recent planning experience of preparing development plan policies and in their implementation.	✓	
Dealing with major and more complex planning policy issues.	✓	
Direct experience of the preparation and presentation of evidence and appearance as an expert witness at public inquiries, examinations in public or other public hearings in relation to local or strategic planning policy matters.		✓
Production of development briefs for key sites.		✓
Experience of the application of environmental appraisal techniques to development plans.		✓
Staff management and development.		✓
<u>Skills / Knowledge</u>		
The ability to converse at ease with customers and provide advice in understandable spoken English is a requirement of the post.	✓	
Knowledge and skills to be able to communicate clearly and effectively with a wide variety of people including other agencies and organisations.	✓	

	Essential	Desirable
<u>Interpersonal Skills</u> <p>Effective negotiation skills.</p> <p>Presentation skills.</p> <p>Must be able to work as part of a small team with an ability to be objective, pragmatic, flexible and adaptable.</p> <p>Must be enthusiastic, self motivated, well organised, and able to work to agreed deadlines with minimum supervision.</p> <p>Able to influence others.</p> <p>Must be tactful and diplomatic in face to face situations and over the telephone.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>
<u>Other requirements</u> <p>An understanding of, and commitment to equal opportunities, and the ability to apply this to all situations.</p> <p>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.</p> <p>To be able to travel throughout the Borough (may be using own transport).</p>	<p>✓</p> <p>✓</p> <p>✓</p>	

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