

Waverley is an ambitious authority, committed to being one of the leading Councils in the country at a time of major change by developing a high performing, with a highly engaged staff team to share the organisation’s values and deliver our corporate objectives.

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| **Job Description** |
| **Job title:** | **Principal Planning Officer (Development Management – Strategic Sites Team)**  |
| **Service:** | Planning Development |
| **Team:** | Development Management |
| **Location:** | The Burys, Godalming, Surrey, GU7 1HR |
| **Reporting to:** | Development Lead |
| **Our Organisational Values** |
| **Collaboration** | We know, work with and support one another. We collaborate with residents, businesses and partners and realise the potential of the Guildford and Waverley Collaboration. We empower ourselves and others. |
| **Wellbeing** | We look after our own and other’s wellbeing. We know it’s okay to talk to each other about anything we are struggling with. We stay resilient and raise any concerns we have. |
| **Trusted** | We abide by the Nolan Principles of Public Life: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, and Leadership. |
| **Value for Money** | We spend public money wisely and carefully. We understand and follow our governance processes and raise any concerns with the right person. We celebrate successes and learn from mistakes. |
| **Professionalism** | We provide professional advice and excellent service, we know our local areas and understand the communities we serve. We listen to all concerns and ideas. We benchmark our performance and always strive to improve. |
| **Principal purpose of the role** |
| * A key role in the development management function of the Council, leading on complex and high profile planning applications through determination to on site delivery. Assist and support the Development Leads.
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| **Main duties and accountabilities** |
| **Operational**1. Responsible for the project management of major development proposals including:
	1. liaison and negotiation with members, statutory bodies and the wider community, to agree acceptable outcomes on major development proposals.
	2. using professional judgement to negotiate with developers to achieve the maximum advantage to the Council of new development including financial and other in kind of benefits such as affordable housing, highway and other infrastructure improvements.
	3. ensuring that decisions are made in accordance with the statutory framework and do not open the Council to judicial challenge.
	4. presenting major planning applications to committee meetings explaining issues surrounding the scheme and provide advice to Members of the Committee to ensure all decisions are robust.
2. Take the lead on the provision of paid pre application advice to developers on major and other complex applications to ensure that submitted schemes accord with Council policies.
3. Assessing reports on applications and notifications and making decisions within the Council’s Scheme of Delegation
4. Brief the Chairman and Vice-Chairman of the Planning Committee
5. Communicate proactively with Ward Councillors about development schemes in their Ward and ensure their issues and concerns are properly taken into account in the assessment of development proposals.
6. Keep up to date with national and local policies and community needs to ensure that the planning process can deliver the appropriate outputs and outcomes.
7. Responsible for ensuring evidence prepared for appeals is prepared accurately to put forward robust argument and avoid cost awards and reputation damage against the Council and acting as expert witness on behalf of the Council at public inquiries and informal hearings.

**Managerial**1. Act as a deputy to the Development Lead in his or her absence.
2. Assist the Development Lead to ensure that the team communicates effectively with its core customer groups.
3. Line manage other planning officers including annual appraisal, providing professional and technical advice and performance management.

**Health and Safety**Comply with all Health & Safety legislation for the area of work, ensuring that risks are identified, managed and monitored as required.**Business Continuity**Play a pivotal role in business continuity planning and should the need arise assist in ensuring business recovery of key service provision in a 24 hour window. |
| **Dimensions of the role** |
| * Dealing with a range of application types including complex major applications and strategic sites.
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| * Heading a project team of approximately five people on major applications including partnership organisations e.g. highways officer, housing officer, landscape and conservation experts.
* Annual workload of the Service is:
	+ Approximately 3,000 applications
	+ Approximately 150 appeals
	+ Approximately 50 Planning Contravention Notices issued
	+ Approximately 15 Enforcement Notices served
* Estimated annual value of schemes approved by the Council is:
	+ New housing: £92 million
	+ Residential extensions: £120 million
	+ Commercial schemes - £25 million (estimate)
	+ New Homes Bonus: £3.5 million
	+ Negotiated Infrastructure contribution: £2.3 million
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| **Areas of Accountability/Problem Solving – Decision Making / Scope for Impact** |
| 1. Project manage major and complex applications, using professional judgment to negotiate maximise community benefits of development. To make robust and defensible recommendations on planning and related applications to ensure scheme progresses with minimal delay and high level of professionalism, accurate and timely advice. Reputation and financial implications for Council if this is not achieved.
2. To make delegated decisions on planning applications on behalf of the Council within the framework of the Council’s Scheme of Delegation.
3. Represent the Council as professional witness at public inquiries, hearings for major and other applications.
4. Represent the Council as professional witness at public inquiries, hearings for major and other applications.
5. Guide and advise other team members in the conduct of the team’s work including appraisals and check their output in order to ensure efficient and effective operation of the team and that the Council’s performance targets are met.
6. Provide input into the Service to ensure overall flexibility, awareness of issues and ensure up to date on legislation etc.
7. Using professional competence around issues of guidance on design, acceptability against local and national planning policy, interpretation of technical submissions. Balancing up benefits or disbenefits of scheme. Negotiating with developer to maximise benefits for community.
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| **Planning/Organising/Controlling** |
| 1. To lead on complex and high profile planning applications.
2. To prepare accurate reports in order to present major planning applications to committee meetings.
3. To defend the Council’s position at appeals by ensuring evidence prepared for appeals is prepared accurately to put forward robust argument and avoid cost awards and reputation damage against the Council.
4. To communicate proactively with Councillors and other stakeholders to ensure

that all issues and concerns are properly taken into account in the assessment of development proposals. |

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| **Customers and Contacts** |
| **Internal*** All Service Staff
* Legal Section
* Committee Section
* Environment and Leisure Services

**External*** Applicants
* Agents
* Residents
* Developer
* Amenity Societies
* County Council Officers including Highway Authority Officers
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| **Service/Team Structure** |
| Head  |

**PERSON SPECIFICATION**

**Candidates must be able to fully demonstrate all essential criteria within their application form marked A, A/C, A/I/E or A/I to be shortlisted for this role.**

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| **Person Specification** |
|  | **Essential criteria** | **How Assessed** | **Desirable criteria** | **How Assessed** |
| **Qualifications****/ Education / Training / Experience** | Full Chartered membership of Royal Town Planning Institute (RTPI) orachievement of Full Chartered membership of the RTPI by the end of the probationary period. | A/C |  |  |
|  | Degree in Planning or a related subject | A/C |
| **Knowledge****/Technical Skills** | Demonstrate a high level of competence in dealing with a wide range of complex planningissues including planning legislation and national planning policy. | A/I/EI/E | Knowledge of relevant environmental legislation including European Directives. | IIA/I |
| Understanding of development economics |
| Awareness of Safeguarding |
| Clear analytical thinker. Able to demonstrate sound professionaljudgement. |
| **Communication** | Strong oral and written communication and negotiation skills. | I/E |  |  |
|  | Conflict resolution and mediation skills. | I |

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|  | Ability to present clear written and oral reports, negotiate effectively at all levels and ability to present evidence under cross-examination on complex matters at local inquiries and court proceedings. | I/E |  |  |
| Ability to resolve conflict and to be resilient in the face of conflict. | I |
| **Customer Service** | Commitment to customer care and continual improvement. | I |  |  |
|  | Ability to display a calm professional approach to customers, including difficult situations where there is conflict. | I |
|  | Understanding of and commitment to promoting equality and diversity in service delivery and employment. | I |
| **Team Working** | Able to work effectively as one of a team. | II |  |  |
| Ability to foster effective team work. |
| **Managing self and others** | Excellent organisational and time management skills. | I |  |  |
|  | Ability to manage a number of complex projects concurrently. | I |

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|  | Empowering and collaborative management style. | I |  |  |
| **Can do approach /****Achieving results** | Ability to project manage complex projections. | I |  |  |
| Ability to take responsibility for complex and sensitive issues. | I |  |  |
| Flexible approach to work. Willing to take on new challenges. | I |  |  |
| **Additional Specific Requirements for this post** | For business continuity purposes you are required to have access to the internet at home via broadband on a PC, laptop or tablet.\* | I |  |  |
| Able to attend regular evening meetings including Committee meetings. | I |  |  |
| Full and valid driving license. | A/C |  |  |
| Ability to carry out site visits. | I |  |  |

\* Please note that Waverley Borough Council cannot guarantee to supply you with the provision of equipment such as laptop, tablet, mobile phone or pool vehicle

# How assessed

A = Application CV/Personal Statement

C = Certificates/professional Registration

D = DBS police check

E = Exercise

I = Interview

M = Medical assessment

# Politically Sensitive post: Political Restrictions

Please note that the Local Government Officers (Political Restrictions) Regulations 1990 apply to this post. In general terms these provisions mean that the postholder is prohibited from:

* holding or standing for elected public office (except Town or Parish Councils);
* holding office in a political party;
* speaking or writing in public (including on social media) in a personal capacity in a way that might be regarded as favouring one or other political party;
* canvassing at elections

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| For Official Use only |
| **Job title:** | Principal Planning Officer | **Post no:** | Various |
| **Service:** | Planning and Economic Development | **JE score:** | 427 |
| **Team:** | Development Management | **Pay band:** | PLN5 |
| **Location:** | The Burys Godalming, Surrey GU7 1HR | **Position type:**(if part time, working pattern) | Full time37 Hours/ Five day week |
| **Competencies: (level 1 – 4)** | Communication: | **3** |  |
| Customer Service: | **3** |
| Team Working: | **3** |
| Managing Self and Others: | **3** |
| Can do approach/Results | **3** |
| **Reviewed By:** | Team Leader | **Date:** |  May 2023 |
| **Checked in:** | HR | **Date:** |  |
| **Last Updated:** | March 2024 | **Date:** |  |