

Job Description

POST TITLE	Principal Planner - Conservation	POST NO:	RR1539
SERVICE UNIT	Economy & Growth	GRADE:	12
JOB EVALUATION	A2077	JOB FAMILY	If applicable
RESPONSIBLE TO:	Planning Policy Manager		
RESPONSIBLE FOR:	None		
LOCATION	Burnley Town Hall	STATUS	Staff

Job Purpose

To act as a principal planner providing specialist conservation advice and input into the Council's Planning Policy function.

Main Duties and Responsibilities:

Planning Policy Work

1. To support the planning policy manager in the preparation, monitoring and review of the Council's Local Plan; in particular in the provision of a specialism in the preparation of policies relating to heritage, design and the built and natural environment.
2. To give oral evidence at, and/or prepare written statements for Development Plan Examinations.
3. To prepare supplementary planning documents and informal conservation/design guidance.
4. To prepare conservation area character appraisals and management plans and consider the designation of new conservation areas and boundary reviews, as necessary.
5. To review and maintain the Local List.
6. To undertake and report on research required to support the development of the Local Plan and other planning policy documents in liaison with other officers and any relevant outside organisations.
7. To commission and project manage consultants working on evidence base or specialist studies to support the development and

implementation of the planning policy framework ensuring they deliver cost effective quality work.

8. To take a leading role within the Planning Policy Team on natural environment matters.

Other Heritage and Design Work

9. To be the Council's lead on specialist conservation/heritage and design advice.
10. To provide specialist conservation into key corporate projects as necessary.
11. To take a lead role in respect of Buildings at Risk; liaising with owners, outside agencies and progressing enforcement action where necessary; including the commissioning of urgent works and managing associated costs/budgets.

Development Management Advice

12. To provide specialist conservation advice to development management colleagues on formal pre-applications and applications and appeals.
13. To prepare evidence and to represent the Council at planning, listed building consent or enforcement appeals through written representations, hearings or public inquiries, and where prosecution is necessary, in court.

General

14. To assist the Planning Policy Manager in managing the team and to deputise when required.
15. To keep up to date with legislation, government guidance and best practice in all areas of planning, but particularly planning policy and conservation.
16. To attend evening, public and Committee meetings as required.
17. To work actively to promote good customer relations with all sections of the community.
18. To attend training identified as necessary to undertake current and future job requirements.
19. To undertake such other duties and responsibilities as are commensurate with the salary grading of the post.

Describe here responsibilities, contacts etc. providing clarity for what the jobholder is responsible for.

Nature of Contacts and Relationships: Council Members, Members of the public, Developers, Property Owners, Statutory Bodies
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Responsibilities for Supervision No direct reports, but required to supervise work of others, including consultants, in relation to meeting deadlines etc.

Responsibilities for Finance responsible for commissioning and managing the work of contractors/consultants and completing statutory grant returns in relation to the work area
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Work Environment Office based but with regular outdoor site visits required and occasional requirement to climb ladders and access dilapidated buildings

Health and Safety

Employees are required to work with their employer to ensure a working environment which is safe and without risks to the health, safety and welfare of employees, and others who may be affected, in accordance with the Health and Safety at Work Act, associated regulations and the Corporate Health and Safety Policy.

Politically Restricted Posts

This is a Politically Restricted Post within the meaning of the Local Government and Housing Act 1989.

FOOTNOTE

This Job Description summarises the major responsibilities of the post. It is not intended to exclude other activities, nor future changes from the post holder's responsibilities.

Equality Act 2010

If you are a disabled applicant or an employee who has become disabled, and this will affect your ability to do any of the above duties the Council will consider making some changes it thinks are reasonable.

Examples of changes may include providing equipment, making alterations to the workplace or changing some parts of the Job Description.

Prepared by: Elizabeth Murphy	Date: 15/09/25
Postholder: Planning Policy Manager	Date of issue:



Person Specification

POST:	Principal Planner - Conservation	GRADE: 12
DIRECTORATE:	Economy & Development	POST NO: RR1539
Selection Criteria	Essential/ Desirable E/D	Method of Assessment Application/Interview/Test Presentation/Production of Certificates A/I/T/P/C
QUALIFICATIONS		
1. An RTPI recognised degree in Town Planning, or a degree in a related subject together with a period of relevant work practice, or study and examination giving eligibility for membership of the RTPI	E	A/C
2. Membership, or eligibility for membership, of the Royal Town Planning Institute	E	A/C
3. Membership of the Institute of Historic Building Conservation	D	A/C
EXPERIENCE		
4. Experience of working at a senior level in planning policy formation, including on local plans and in the preparation of SPDs or similar non-statutory guidance	E	A/I
5. Experience of working at a senior level in relation to conservation of the built environment	E	A/I
6. Experience of preparing and presenting reports for committee	E	A/I
7. Experience of presenting written and oral evidence at either informal hearings, public inquiries, local plan examinations or court cases	E	A/I
8. Experience of securing external funding and managing budgets for conservation related projects	D	A/I
9. Experience of policy work in relation to the natural environment	D	A/I

SKILLS AND COMPETENCIES

10.	The ability to communicate well both verbally and in writing and be able to present complex and sometimes contentious issues in a clear and accurate manner to a range of audiences	E	A/I/P
11.	Excellent and well-developed negotiating skills and the ability to negotiate complex agreements and manage conflict	E	A/I
12.	The ability to research and interpret complex information from a variety of sources	E	A/I/T
13.	The ability to plan, co-ordinate and monitor the activities of others including colleagues, external partners and consultants	E	A/I
14.	The ability to manage own workload and assess and reconcile conflicting demands	E	A/I
15.	The ability to manage budgets	E	A/I
16.	The ability to work on own initiative	E	A/I
17.	The ability to work as a member of diverse teams and to lead such teams where appropriate, gain the co-operation of a wide range of people and organisations	E	A/I
18.	The ability to effectively use office IT systems including Word and Excel	E	A/I
19.	The ability to use GIS systems	D	A/I
20.	The ability to demonstrate a detailed understanding of the planning policy framework and planning law	E	A/I
21.	The ability to demonstrate a detailed understanding of issues relating to conservation of the built environment	E	A/I
22.	The ability to demonstrate and communicate understanding of design in the urban and rural environment	E	A/I
23.	The ability to lead and manage specific projects	E	A/I

OTHER		
24.	Full driving licence and access to a vehicle for work purposes	I
25.	Willingness and ability to undertake site visits, including to dilapidated buildings and high-level structures	I
The Burnley Way		
Burnley employees are expected to be role models the organisation's TEAM values and behaviours which are: Together, Enterprising, Ambitious and Meeting Customer Needs. Our organisational leaders and managers are expected to strive to create a culture of openness and trust, where people are led and managed in line with TEAM values acting as role models for working collaboratively to drive efficiency and service improvements in order to deliver the Council's vision and objectives. Further details are contained in the Behaviour Framework		

September 2025