

JOB DESCRIPTION

Date: December 2025

Grade: M8

Post: Principal Planning Officer Policy

Service: Planning, Housing and Environmental Health

Section: Planning Policy

Reports to:

- Planning Policy Team Leader

General Description of Duties

To play an important role in the delivery of a first class, customer orientated planning policy service.

Support the Planning Policy Manager in delivering his/her corporate duties at all levels and deputising for him/her in their absence.

Lead on projects and work of a particularly complex, sensitive and/or corporate nature.

Work as part of a team responsible for the monitoring and review of the Local Plan /Local Development Framework, related planning policy matters, conservation and transport policy and various environmental initiatives.

Specific Duties

1. To have a positive can-do approach, ensuring that all personal performance targets and outcomes are met consistently.
2. To deliver a high quality, empathic and caring customer focused service.
3. To deputise for the Planning Policy Manager in their absence, taking on tasks and duties as appropriate.
4. To lead on projects and work of a particularly complex, sensitive and/or corporate nature, using negotiation skills to ensure a deliverable outcome
5. To work, as part of a team, in the monitoring and review of the Local Development Framework/Local Plan for the Borough.

6. To prepare reports, briefs, guidance and statements relating to the Local Plan process and other planning policy matters including transportation, conservation policy and regeneration where required
7. To represent the Council, as requested by the Planning Policy Manager, on planning policy matters at meetings with partners, stakeholders and other interested parties
8. To provide planning policy advice to Development Management, other officers and Members of the Council and to members of the public.
9. To contribute to the development and implementation of the Borough Council's regeneration and enhancement programmes and projects.
10. To work, as part of the team, in the preparation of statements and evidence to support the Borough Council's position at Local Plan/LDF and other public inquiries.
11. To be responsible either for managing Senior Planning Officer(s) and Planning Officer(s) to provide a high quality Planning Policy function and/or for acting as a lead witness on policy matters for the Council at inquiries and examinations.
12. To respond to written, electronic, or personal enquiries in relation to matters falling within the responsibilities of the post.
13. To attend Committee and management meetings regularly and to present reports as required.
14. To represent the Borough Council at exhibitions and public meetings relating to the activities of the post
15. To promote positive and effective cross-team working within the service, together with other Council services, partners, stakeholders and the public
16. To positively contribute to the continuous improvement of the Planning Service and work proactively towards delivering the agreed outcomes
17. To proactively identify and carry out training in order to meet personal development needs.
18. To keep up to date on legislative changes and the wide area of disciplines covering the planning field
19. To comply with the duties placed upon employees by TMBC's Health and Safety Policy and related procedures. To act in accordance with all instruction, information and training required in relation to those duties.
20. To observe local health and safety arrangements within their service and take reasonable care of themselves and others that may be affected by their work.

21. When in deputising role, to ensure that any health and safety arrangements within Service are implemented and have been communicated to staff and to undertake relevant risk assessments, ensuring that they are recorded and control measures are reviewed regularly. To investigate any accidents and incidents reported to them.
22. To undertake such other duties as may from time to time be assigned to the post-holder within his/her designated area of responsibility.

PERSON SPECIFICATION

Qualifications

- A recognised degree in Town Planning
- Membership of the RTPI

Experience

- Significant post-qualification experience in planning policy
- Experience of delivering a customer focussed service
- Experience of delivering consistently high performance
- Experience in producing reports of a technical nature
- Experience in using a range of software products
- Experience of communicating detailed technical information so that it is understood and maximised to its full potential by all users

Skills and Knowledge

- Ability to manage a team of professional officers in a deputisation role
- Highly effective negotiation skills
- Able to work independently and collaboratively as part of a team
- Ability to analyse complex situations, generate ideas and propose solutions
- Excellent knowledge of planning policy law and procedures and the ability to interpret legislation, case law, guidance and policy in order to make accurate, consistent and informed decisions
- Knowledge of the main functions of a local authority and of the wider corporate influences upon planning policy
- Excellent written, numerical, presentation and verbal communication skills

Behavioural Competencies

- Committed to the achievement of equal opportunities
- Supports a culture of open communication.
- Supports a culture of participation where staff feel empowered and valued.

- Contributes ideas on how to deliver improvements through re-engineered processes and the application of technology
- Supports a culture of continuous improvement.
- Demonstrates integrity, honesty and credibility at all times
- Demonstrates a positive attitude and approach
- Self-motivated and able to work unsupervised to meet deadlines and targets
- A flexible approach to meet the ongoing needs of the service and the council as a whole
- Provide positive challenge, support and coaching to team members through informal and formal channels.
- Commitment to cross cutting organisational working to achieve corporate goals