



Job description			
Job title	Principal Planning Officer		
Grade	N		
Directorate	Regeneration & Economic Development		
Service/team	Development Management		
Accountable to	Group Manager - Development Management		
Responsible for	None		
JE Reference	Not Known	Date Reviewed	February 2026

Purpose of the Job

As a principal planning officer in the Development Management team you will have opportunities to shape and influence Knowsley's future growth by dealing with some of the strategic applications the Council will be considering. You will provide expert advice to Members and stakeholders and contribute to strategic growth initiatives. You will also mentor junior officers and help drive service improvements.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. To manage a varied major development caseload, consisting of the Knowsley's most high profile and complex residential and commercial development schemes. This includes:
 - To apply advanced practical and theoretical knowledge and experience of legislation, policy and practice relating to a varied and complex major development caseload.
 - To coordinate and analyse detailed plans and technical reports submitted in support of development proposals.
 - To undertake site visits to assess site conditions and context to fully inform analysis of technical reports and development proposals.
 - To liaise and consult with internal and external colleagues, and partner agencies, including the analysis and synthesis of a range of detailed technical advice relating to development proposals.



- To manage the negotiations and define with applicants the appropriate commuted financial contributions and / or delivery of various mitigation and enhancements, including scrutinising viability assessments, within the context of the Council's policy framework and ensuring the best outcome for the Council.
 - To draft schedules and formulas for planning legal agreements ensuring the timely and effective negotiation of and processing of significant S106 legal agreements and Unilateral Undertakings in relation to planning decisions.
 - To report directly to and brief the Council's programme sponsors including the Chief Executive, Executive Director/Assistant Executive Director on relevant Development Management issues.
 - To produce high quality, detailed committee reports, making appropriate recommendations.
 - To research and prepare evidence for planning appeals and present the Council's case at Public Inquiries, informal hearings or through written representations.
 - To manage the negotiations between applicants and technical and external professional bodies throughout the Development Management process, including the authorising of the discharging of planning conditions and ensuring that agreed contributions are secured.
 - To support the Enforcement Officers, as appropriate, in the successful resolution of breaches of planning control.
 - To check fees and charges for planning applications and services as necessary.
 - To explain technical issues relating to the Council's most complex and high profile developments to a range of audiences from Director level to members of the public and ability to deal effectively with contentious issues.
 - To analyse technical and complex issues quickly and under pressure and to seek workable and innovative solutions to unforeseen problems as they arise to secure the expedient delivery of high quality developments.
2. To provide an enhanced pro-active service to investors and applicants, to expedite the accelerated delivery of the Council's Major Development Programme. This includes:
- To pro-actively engage with developers and colleagues as part of a whole team approach over a prolonged period of time.
 - To provide technical, solution focussed advice from the initial formulation of development proposals, through the formal Development Management processes of pre-application and planning applications, up to the onsite delivery of the developments.
 - To formulate and deliver innovative solutions where necessary to both accelerate the delivery of high quality development and proactively help developers to bring forward stalled regeneration and development schemes.



- To provide the planning advice on the contents of land sale and transfer agreements required to ensure the delivery of both land assembly and disposal in collaboration with the Council's Major Development Team.
 - To respond to enquiries and complaints, and to understand and effectively manage competing, contentious and conflicting situations in a professional manner and in the context of being mindful of the potential impact on the reputation and business of the Council.
3. To develop and contribute to the strategic framework, policy documents, planning guidance, development briefs and masterplans to define parameters to secure high quality development, to make sites more attractive to investors, and to accelerate the delivery of housing and economic growth in accordance with the Council's Major Development Programme.
 4. To Support the Development Management Group Manager and Head of Planning & Building Control to ensure that planning and related applications are processed efficiently and that decisions are made in accordance with Council and national planning policies.
 5. To manage high volumes of complex strategically and politically sensitive work, to meet fluctuating and conflicting deadlines while maintaining high professional standards.
 6. To represent the Planning Service and where appropriate present reports or briefings at Planning Committee and Member's briefings.
 7. To keep up-to-date with current legislation and good practice and undertake appropriate training and continuing professional development as required. To provide training and advice to colleagues when required.
 8. To have an understanding of the strategic framework, policies, decisions and political objectives including the environmental, economic and social context behind individual Major Development Team projects and programmes. To have a clear understanding of the role of elected members and officers in the Development Management process. To understand the needs and expectations of internal and external customers including service departments and partner organisations.
 9. To use IT systems required in connection with the post, including databases, word processing, Geographical Information Systems and other relevant programmes.
 10. To observe the Council's Strategies and Policies for Equal Opportunities and Diversity.

Commented [FK1]: I think this is vague enough to cover signing without having any JE issues.



11. To comply at all times with the requirements of health and safety legislation and Council policies, taking appropriate action where necessary.
12. To work flexibly as a member of the Planning Service in collaboration with the Major Development Team to ensure that its aims and objectives are met and a high standard of service delivery is maintained. To undertake other duties as may reasonably be required, which are consistent with the role and level of responsibility of this post.
13. RTPI accredited degree or equivalent qualification and eligibility for membership of RTPI

Knowsley Better Together – Staff Qualities



Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.



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- Report actual or potential security incidents.

April 2025