



- JOB TITLE:** Principal Planning Officer – Development Management
- DIRECTORATE:** Built Environment
- POST NUMBER:** 416
- GRADE:** 6
- ACCOUNTABLE TO:** Principal Planning Officer - Team Leader
- LOCATION:** Colebrook Street offices and other offices of the City Council. Site visits as required
- QUALIFICATIONS:** Full membership of the RTPI
- Minimum three years relevant experience reaching a satisfactory standard of professional competence in all aspects of development management as defined by the Team Leader and Head of Development Management
- POST OBJECTIVE:** To work as a Principal Planning Officer in Development Management. Undertaking all aspects of development management commensurate with the grade of the post under the supervision of the Team Leader and Head of Development Management.
To undertake other planning projects at a principal level as may be prescribed from time to time.
- SPECIFIC TASKS:**
- 1) Undertake all development management duties to a professional standard organise workloads and meet deadlines in accordance with the department's performance indicators.
 - 2) Assess and make recommendations on planning applications, including major projects
 - 3) Prepare delegated reports on development proposals.
 - 4) Prepare committee reports and present recommendations to the Development Control Committee and other committees and working parties.
 - 5) Represent the Council at Planning Inquiries as the planning witness.
 - 6) Represent the Council at Hearings.
 - 7) Undertake written representation appeals.
 - 8) Carry out pre-application discussions and negotiations with applicants, developers and their agents.
 - 9) Carry out post application implementation discussions and negotiations.
 - 10) Undertake specific planning projects as may be specified from time to time by the Team Leader and Head of Development Management
 - 11) Undertake other planning work in other teams within the department as may be prescribed from time to time by the Team Leader and Head of Development Management
 - 12) Carry out any other duties as defined from time to time by the Team Leader and Head of Development Management

March 2014



Winchester
City Council

PERSON SPECIFICATION

JOB TITLE: Principal Planning Officer

POST NUMBER: 439

DEPARTMENT: Development Management

DATE: March 2014

Requirements		Weighting	Assessment Method
Skills	• Communication	3	I
	• Articulate	3	A/I
	• Assertive	3	I
	• Design & \UD (appreciation of the built environment)	2	A/I
		3	
	• IT		A/I
	• Legislation/research, ability to absorb complicated facts, attention to detail, generalist	3	A/I
Experience	• Development Management at all levels – major projects	3	A/I
	• Appeals, Pl's – difficult one	2	A/I
	• Committee presentations & papers to other groups/seminars/conferences	3	A/I
	• Planning – a wider perspective	2	A/I
Personal Qualities	• Independent & lots of initiative	3	I
	• Organised & Methodical	3	I
	• Ability to meet deadlines/time management	3	A/I
	• Management of varied and complex caseload	3	A/I
	• Aspirations	2	I
	• Team player	3	I
	• Outgoing & confident, positive outlook	3	I
	• Credibility with Councillors, PCs & other groups	3	I
Specific Job Requirements	• Site visits are a routine part of the job – must be willing/able to: a) travel around the district b) undertake site visits	3	A/Q
	• Able to meet travel requirements of the role	3	A/Q
Qualifications	• Planning degree & Full membership of RTPI	3	A/Q
	• Other professional qualifications	1	A/Q

Weighting					
3 – Essential for the successful performance of the job, 2 – Desirable but can be achieved through on the job training or experience,					
Assessment					
Application Form	A	Interview	I	Tests	T
References	R	Presentation	P	Evidence of Qualifications	Q