



JOB PROFILE

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| Post No. | 70141 |
| Post Title: | Principal Planning Officer (Development Strategy) |
| Unit/Team: | Development Strategy |
| Grade: | Grade H |
| Service: | Growth & Investment |
| Reports to: | Development Strategy Manager |
| Issue Date: | March 2023 |

PURPOSE OF THE JOB

Prepare local plan policy, planning briefs and supplementary planning documents.

Provide good quality and up to date advice on planning policy issues.

Undertake research and prepare evidence in connection with planning policy.

Liaise and co-operate effectively with other officers on corporate issues.

To carry out other planning work given by the Development Strategy Manager and to meet deadlines set by them.

1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 1.1 Prepare reports, local plan policies and other planning policies in an accurate, effective and efficient manner.
- 1.2 Liaise effectively with development management staff, other officers of the council and other bodies and organisation as necessary in assessing and providing policy advice on development proposals.
- 1.3 Keep up-to-date on national, regional and local strategic planning policy and guidance.
- 1.4 Provide policy advice and information to developers and the general public in an efficient and effective manner.
- 1.5 Keep records of own work activities in a systematic manner in order to set targets and monitor achievements.
- 1.6 Carry out site visits and attend meetings associated with planning policy and future development issues.

- 1.7 Manage the preparation of evidence to support local planning policies.
- 1.8 Provide guidance to junior members of the team in the progression of their work.

2. OTHER DUTIES AND RESPONSIBILITIES

- 2.1 Prepare and organise publicity, public engagements events, exhibitions and display projects.
- 2.2 Undertake joint-working through the duty to cooperate (or its successor) with sub-regional authorities through the Coventry, Solihull and Warwickshire Association of Planning Officers and with other stakeholder organisations.
- 2.3 Prepare evidence for and appear at Public Inquiries and examinations in relation to planning policy issues.
- 2.4 Ensure that the council's statutory and legal obligations and normal practices are complied with in relation to all policy planning.
- 2.5 Liaise with and manage appointed consultants instructed by the council to ensure that satisfactory outcomes are achieved.
- 2.6 Carry out presentations to other officers, councillors, members of the public and interest groups, in a confident and effective manner.
- 2.7 Be aware of Health and Safety legislation and so far as is reasonably practicable, ensure compliance with the Health and Safety at Work Act, the Council's Safety Policy and the Departmental Safety Policy.
- 2.8 Any other reasonable duties as requested by your manager, in line with you skills and knowledge.

3. SUPERVISORY RESPONSIBILITIES

In the absence of the Development Strategy Manager to supervise planning and administrative staff within the team.

4. FINANCIAL RESPONSIBILITIES

- 4.1 The raising of purchase orders, when required.
- 4.2 Contributing to the setting and maintenance of budget.

5. RESPONSIBILITY FOR ASSETS AND DATA

Handling data as required by the Data Protection Act 1998.

6. EXTENT OF PUBLIC CONTACT

Daily contact in reception, by phone, e-mail, letter with other council officers, developers, agents and members of the public in relation to planning policy issues.

Occasional contact with members of the council.

Attendance at public consultation events as part of plan-making.

7. WORKING CONDITIONS AND ENVIRONMENT

Hybrid working available – refer to agile working policy.

Flexible working will be considered.

Requirement to travel readily to all parts of the Borough in order to visit sites or attend meetings.

Attendance at meetings or events outside of normal working hours may be required.

8. CORPORATE RESPONSIBILITIES

All staff have to act within the council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the council. These will cover responsibilities and requirements for the following:

- Financial Accounting
- Equality and Diversity
- Health and Safety
- Risk Management
- Anti- Fraud
- Data Quality and Data Protection
- Business Continuity
- Major Emergency Plan
- Procurement and Contract Management
- Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

Refer to Person Specification attached.

Signed as agreed:

Postholder

Date

PERSON SPECIFICATION



Post: Principal Planning Officer

For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

| Criteria | Essential/ Desirable | Method of Assessment |
|--|-------------------------|-------------------------|
| Degree level qualification in planning or a related subject. | E | A/D |
| Full member of Royal Town Planning Institute or eligibility to apply for membership. | E | A/D |
| Substantial experience and a successful track record in planning policy preparation and the provision of planning policy advice. | E | A/I |
| Detailed knowledge of procedures, legislation and national policy in relation to planning policy. | E | A/I |
| Presentation and public engagement skills and experience – to council members, officers and members of the public. | E | A,I |
| Ability to manage own workload, work under pressure and to strict deadlines. | E | A,I |
| Ability to identify problems and find solutions | E | A I |
| Able to provide clear planning advice to councillors, colleagues, and third parties. | E | A,I |
| Able to communicate clearly and effectively in writing and face to face. | E | A,I |
| Able to demonstrate a good standard of literacy and report writing skills. | E | A |
| Possess a valid and appropriate driving licence and be able to attend meetings and site visits throughout the Borough.. | E | D |
| A commitment to work within our CAN DO values | E | A, I |
| Demonstrate competence with Microsoft Office (Word, Outlook, PowerPoint, Teams and Excel). | E | A/I |
| Proficiency in the use of GIS mapping software. | D | A/I |
| Knowledge of neighbourhood planning legislation and processes. | D | A/I |

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| Application | A |
| Interview | I |
| Test (written, presentation, practical – eg word processing) | T |
| References | R |
| Documentary – eg certificates | D |