

JOB PROFILE

Post No.	
Post Title:	Principal Planning Officer – Town Centre Regeneration
Unit/Team:	Major Projects & Economic Development
Grade:	Grade H
Service:	Growth & Investment
Reports to:	Major Projects & Economic Development Manager
Issue Date:	November 2023

PURPOSE OF THE JOB

The post holder will project manage the delivery of the Council's Town Centre Regeneration Strategy by creating and managing the overall programme as well as individual project streams.

Main responsibilities;

- Create and deliver a programme of how the Town Centre Regeneration Strategy can be delivered and implemented short term (1-5 years), medium (5-10 years) and long term (10+ years).
- Lead on the delivery of multiple projects identified in the Town Centre Regeneration Strategy Action Plan.
- Deal with major, highly complex planning applications including those that are a result of the Town Centre Regeneration Strategy including resultant appeals and pre-application advice.
- Deal with Environmental Statements, during the processing of applications, by providing Screening and Scoping Opinions and responding to consultations from other authorities
- Negotiate, check the contents of and provide advice to Legal Services regarding S.106 agreements including financial contributions.

1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 1.1 Create and deliver a programme for delivery of the Town Centre Regeneration Strategy
- 1.2 Lead on the delivery of multiple projects identified in the Town Centre Regeneration Strategy.
- 1.3 Deal with major, highly complex planning applications including those that are a result of the Town Centre Regeneration Strategy including resultant appeals and pre-application advice.

- 1.4 Work on strategic projects as required as part of the Major Projects and Economic Development Team.
- 1.5 Deal with Environmental Statements, during the processing of applications, by providing Screening and Scoping Opinions and responding to consultations from other authorities.
- 1.6 Negotiate, check the contents of and provide advice to Legal Services regarding S.106 agreements including financial contributions.
- 1.7 Effective budget management of relevant project streams.
- 1.8 Engage effectively with local businesses and property owners as well as the residents of Rugby.
- 1.9 Attract investors and lead on securing funding for the Strategy's delivery as well as managing third party contributions.
- 1.10 Engage with Government on a regular basis and build relationships to raise Rugby Borough Council's profile.
- 1.11 Work in collaboration across the Council as well as with developers, consultants, business owners, business improvement district and their investors and contractors to deliver the Town Centre Regeneration Strategy.
- 1.12 Assist in creating a planning framework to ensure projects are supported and deliverable through the planning system.
- 1.13 Identify and manage risks to the Strategy's successful outcome.
- 1.14 Attend board meetings, write and present Council reports when required.
- 1.15 Have experience of successful project management.
- 1.16 Carry out site visits; survey; investigative and research work in connection with applications, appeals and other related matters.
- 1.17 Prepare committee reports and regularly present reports to Planning Committee and carry out Committee Site Visits in a confident and effective manner, including providing guidance, advice and clarification to the Planning Committee on associated matters.
- 1.18 Represent the Council at appeal inquiries (including Compulsory Purchase Order Inquiries) and hearings, including formal advocacy and defending applications for the award of costs.
- 1.19 Liaise with other statutory authorities/professional agents/members of the public/Councillors.

2. OTHER DUTIES AND RESPONSIBILITIES

- 2.1 Preparation of marketing materials and development briefs.

- 2.2 To liaise closely with other Council services and provide training on more complex matters including overseeing projects across the Council to ensure a consistent approach on the Town Centre Regeneration Strategy.
- 2.3 Preparation and commissioning of experts to assist in the delivery of the Town Centre Strategy.
- 2.4 Deal with other planning and related applications, enquiries and appeals, including those related to enforcement matters, Conservation Areas and Listed Buildings.
- 2.5 Keep up-to-date with national, strategic and local planning legislation, regulations, policy and guidance.
- 2.6 Disseminate information and provide advice and guidance to colleagues regarding changes to national, strategic and local planning legislation, regulations, policy and guidance.
- 2.7 Update the planning software system to reflect changes to national, strategic and local planning legislation, regulations, policy and guidance and other internal changes.
- 2.8 Provide instruction, advice and guidance to colleagues regarding the operation and use of, and alterations and updates to the planning software system, including liaison with colleagues within the IT and the contact centre.
- 2.9 Continually monitor and evaluate the processes used by Major Projects and Economic Development and seek ways to improve the effectiveness and efficiency of the service, including undertaking additional tasks and duties to that end.
- 2.11 Such other reasonable duties as the Major Projects and Economic Development Manager may require.
- 2.12 Be aware of health and safety legislation and so far as is reasonable practicable, ensure compliance with the Health and Safety at Work Act and the Council's Safety Policy

3. SUPERVISORY RESPONSIBILITIES

- 3.1 Supervision of staff may be required as the team expands.
- 3.2 Supervision of external contractors and consultancies providing expert services in relation to the Town Centre Regeneration.

4. FINANCIAL RESPONSIBILITIES

- 4.1. Provide guidance to the Major Projects and Economic Development Manager of external contractors and consultancies providing economic development related services to the Council.
- 4.2. Manage individual project budgets in relation to the Town Centre Regeneration.

- 4.3. To research and advise on possible external sources of finance available for the delivery of the Town Centre Regeneration Strategy.
- 4.4. Negotiate and secure financial contributions in relation to planning applications such as s106 agreements and planning performance agreements.

5. RESPONSIBILITY FOR ASSETS AND DATA

- 5.1 Responsible for all equipment and data used to perform the duties of the role.

6. EXTENT OF PUBLIC CONTACT

- 6.1 Daily contact in person, in reception, by telephone, e-mail and letter with other Council officers, members of the public, developers, professional agents and Parish Councils, statutory and non-statutory consultees.
- 6.2 Regular contact with Members of the Borough Council.
- 6.3 Occasional contact with Members of Parliament.

7. WORKING CONDITIONS AND ENVIRONMENT

Principally office based but with the need to visit sites and attend meetings at external venues including locations outside the Borough.

This will include occasional out of hours and evening working and will involve unaccompanied on-site inspections and lone worker situations.

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 – Town Centre Regeneration

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 Town Planning (or equivalent)	E	A, D
Chartered Member of the RTPI or working towards	E	A, D
Post qualification in planning or extensive planning experience	E	A, I
Extensive experience of working in a local authority	E	A, I
Substantial knowledge of the UK Planning System	E	A, I
Substantial experience of dealing with and negotiating on all types of planning applications and associated appeals, including complex and major applications in the United Kingdom	E	A, I
Comprehensive experience of dealing with a range of internal and external stakeholders	E	A, I
In depth and extensive experience of negotiating, dealing with and progressing complex legal agreements	E	A, I
Experience of dealing with EIA screening and scoping opinions as well as major applications that constitute EIA development	E	A, I
Extensive knowledge of the Local Plan process	E	A, I
Excellent communication skills	E	A, I
A good standard of literacy and report writing skills	E	A, I
A good standard of presentational skills to Council members, officers and the public.	E	A, I
High level of competency of IT skills, including relevant PC based software systems	E	A, I
Experience of mentoring, supervising and managing colleagues	E	A, I
Full UK driving licence with access to a vehicle for business use to be able to attend meetings and site visits.	E	A, D
Experience in project management	D	A, I
A project management qualification	D	A, D

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