

JOB PROFILE

Post No.	70102 – 70104, 70112, 70118, 70127, 70129
Post Title:	Principal Planning Officer
Unit/Team:	Development & Enforcement Team
Grade:	Grade H
Service:	Growth & Investment
Reports to:	Development & Enforcement Manager
Issue Date:	March 2024

PURPOSE OF THE JOB

The post holder will lead on major, highly complex and strategically important development proposals, including resultant appeals ensuring acceptable development within the framework of local and national planning policy.

The post holder will also be responsible for the management and supervision of a team of officers within the Development Management section.

1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 1.1 Day to day management of staff including allocation of tasks, managing workload, performance management and general advice and support.
- 1.2 Lead on and process highly complex and major planning applications including those related to enforcement matters, Conservation Areas and Listed Buildings in an effective and efficient manner, including the validation, registration and administration of applications.
- 1.3 Provide pre-application advice on highly complex and major development proposals including acting as lead officer co-ordinating the views of relevant stakeholders.
- 1.4 Use project management tools as required. Lead on the drafting and delivery of planning performance agreements from pre-application to discharge of condition stages.
- 1.5 Lead and negotiate Section 106 agreements for development proposals including the application of the Council's Community Infrastructure Levy (CIL) in partnership with the Council's Legal & Governance Service.
- 1.6 Carry out site visits; survey; investigative and research work in connection with applications, appeals and other related matters.

- 1.7 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 and providing support for Senior Planning Officers, Planning Officers, Graduate Planning Officers and Enforcement Officers attending the Committee meeting.
- 1.8 Co-ordinate and prepare evidence and witness statements to represent the Council as an expert witness at inquiries and hearings, including formal advocacy and defending applications for the award of costs.
- 1.9 Liaise with other statutory authorities/professional agents/members of the public/Councillors.

2. OTHER DUTIES AND RESPONSIBILITIES

- 2.1 Deal with other planning and related applications, enquiries and appeals, including those related to enforcement matters, Conservation Areas and Listed Buildings.
- 2.2 Keep up-to-date with national and local planning legislation, regulations, policy and guidance.
- 2.3 Disseminate information and provide advice and guidance to colleagues regarding changes to national and local planning legislation, regulations, policy and guidance.
- 2.4 Carry out service improvement to reflect changes to national and local planning legislation, regulations, policy and guidance and other Council wide changes.
- 2.5 Provide and facilitate 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 Digital & Communications Team.
- 2.6 Provide general advice and guidance to members of the Growth & Investment Service.
- 2.7 Liaise with other Council officers on both planning control and related issues.
- 2.8 Produce decisions under the delegation scheme, for the full range of applications including major applications.
- 2.9 Deputise for the Development & Enforcement Manager.
- 2.10 Such other reasonable duties as the Development & Enforcement Manager may require.

3. SUPERVISORY RESPONSIBILITIES

Senior Planning Officers, Planning Officers, Graduate Planning Officers, Planning Technical Officers and Enforcement Planning Officers.

4. FINANCIAL RESPONSIBILITIES

- 4.1 Negotiate and secure financial contributions in relation to planning applications including the application of CIL.
- 4.2 Manage technical consultant budgets for relevant planning applications and planning performance agreements.

5. RESPONSIBILITY FOR ASSETS AND DATA

For all equipment and data used to perform the duties of the role

6. EXTENT OF PUBLIC CONTACT

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.

Regular contact with Rugby Borough Councillors.

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. Hybrid working available – refer to the Council's Agile Working Policy.

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

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	E	A,D
Extensive experience of working in a local planning authority	E	A,I,R
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,R
Comprehensive experience of dealing with a range of internal and external stakeholders	E	A,I,R
----- In depth and extensive experience of negotiating, dealing with and progressing complex legal agreements	----- E	----- A,I,R
Experience of dealing with EIA screening and scoping opinions as well as major applications that constitute EIA development	E	A,I,R
Understanding 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,T
General competence of IT skills, including relevant PC based software systems	E	A,I
Possess a full UK driving licence with access to a vehicle for business use to be able to attend meetings	E	A,D

and site visits.		
Experience of mentoring, supervising and managing colleagues	D	A,I,R

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