

## Job Description

<b>Job Title:</b> Principal Planner	<b>Directorate:</b> Regeneration and Planning
<b>Service Area:</b> Development Management, Spatial Planning	<b>Post Number:</b>
<b>Grade:</b> PO4 - PO6	<b>Date last updated:</b> May 2012

### Overall Purpose of Job

This Job Description relates to the provision of roles across the Development Management and Spatial Planning functions.

To take a lead in contributing to the delivery of an efficient and effective Development Management and Spatial Planning service for the Borough, including engagement with developers and other key bodies in the delivery of quality developments and a robust planning policy framework.

### Job Context

The postholder reports to the Development Manager/Enforcement Manager or Planning Policy manager as appropriate.

The postholder has management responsibility for up to 5 permanent staff. Additional agency or seconded staff may be included at various times.

The postholder may be required to work evenings, weekends and occasional public holidays, in order to meet service requirements.

The postholder may be required to work across a range of planning disciplines, including Development Management, Spatial Planning and related project work, and corporately.

### Key Tasks and Accountabilities

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the postholder. This is not an exhaustive list of all tasks that may fall to the postholder and employees will be expected to carry out such other reasonable duties which may be required from time to time. The postholder will be

given a portfolio of projects which may be within some or all of the planning functions.

Key tasks and accountabilities will be as listed.

#### **PO4**

To lead on all types of Development Management projects or Spatial Planning projects as necessary including pre-application, application, enforcement and appeal work, the LDF and other policy documents and other Spatial Planning tasks such as evidence gathering, maintenance and review.

To supervise the activities and performance of a variety of more junior staff and consultants and other temporary staff acting on the Council's behalf.

To provide technical solutions on various matters including, advice and guidance to Councillors staff, developers and other stakeholders.

To regularly monitor work programmes, performance and quality targets of team members including appraisals, one-to-one meetings and all other HR policies to ensure that the service meets agreed objectives and delivers a consistent approach.

To represent the service on corporate working parties as required.

To represent the service at Cabinet, Committee, Design Review Panel and Members' Forum such other decision making and advisory structures as emerge or are relevant.

To provide cover in the absence of comparable officers and deputise for managers as required.

To manage a complex personal workload, dealing with a variety of schemes or Spatial Planning tasks across the Borough, as well as the daily allocation and supervision of work to junior staff and support for senior staff and the best allocation of resources.

#### **PO5**

All of the above and in addition:

To take decisions on all matters delegated to this post, using discretion and professional judgement to deliver a pragmatic and effective approach to service delivery, and to conflict and problem resolution

To utilise information technology to improve service delivery and to encourage staff to work innovatively to maximise resources.

To represent the authority at a senior level when dealing with partners, developers, and other interested parties to ensure a joined-up approach to the delivery of the service, including interface with government departments.

To liaise and foster strong working relationships with other external agencies.

To ensure that all legal and contractual obligations and deadlines are met.

## **PO6**

All of the above and in addition:

To lead on all types of Development Management projects or Spatial Planning tasks as necessary including pre-application, application, enforcement and appeal work. In particular to deal with the most significant and complex major developments including all pre-application and application work associated with these or the most complex Spatial Planning tasks including the creation of sound Planning policy, and appeal work including leading at Examinations.

To prepare and present written or oral reports and briefings to the Mayor, Cabinet, Planning Committees, Members' Forum and other bodies, and to attend and lead meetings with Members as necessary, and to support the preparation and management of agendas and meetings as required by the Managers of the Planning functions within the directorate.

To deputise for Development, Enforcement or Spatial Planning Managers as required

To undertake significant staff line management responsibilities over and above the responsibilities of the PO4/PO5 level

### **EQUALITY AND DIVERSITY**

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

### **PROTECTING OUR STAFF AND SERVICES**

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

## Person Specification

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### IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
<p><b>QUALIFICATIONS:</b></p> <p>a. a recognised degree in Town Planning <u>and</u> sufficient qualification experience to qualify for membership of RTPI</p> <p>OR</p> <p>b. a related degree and ability to gain entry to course leading professional qualification (e.g. post graduate diploma)</p>	Application Form/Interview
<p><b>KNOWLEDGE:</b></p> <p>A comprehensive knowledge of the practical application of the legislation and standards relating to the Planning Act</p> <p>A knowledge of how to supervise a Development Management or Spatial Planning team and to devise innovative solutions for service delivery.</p> <p>A knowledge of how to assess the impact of legislative or</p>	

<p>administrative changes affecting the service and to proactively implement changes to comply with those requirements.</p> <p>A knowledge of the functions of a local authority.</p> <p>A knowledge of the current trends and developments in local authority services.</p> <p>A knowledge of the benefits of relevant IT</p>	<p>Application Form/Interview/Test</p>
<p><b>EXPERIENCE:</b></p> <p>Experience of:</p> <ul style="list-style-type: none"> <li>undertaking complex Development Management projects or Spatial Planning work and in a high-pressure environment.</li> <li>supervising a group of professional, technical and administrative staff within a service environment</li> <li>the professional and technical skills associated with a Development Management or Spatial Planning service</li> <li>successful innovation, initiative and consistent achievement in a public sector environment</li> <li>developing good working relationships with a wide range of internal bodies, external customers and other stakeholders as part of developing effective service delivery</li> <li>preparation, submission and presentation of committee and management reports</li> <li>the application and development of IT solutions in a changing environment</li> <li>defining, procuring, operating and controlling services and projects by external consultants/contractors</li> </ul>	<p>Application Form/Interview</p>
<p><b>SKILLS AND ABILITIES:</b></p> <p>Abilities to:</p> <ul style="list-style-type: none"> <li>deliver high quality services efficiently and effectively with limited resources</li> <li>develop and operate appropriate qualitative and</li> </ul>	

<p>quantitative indicators to measure service delivery</p> <p>use management information to judge the team's performance and to devise and implement service improvement strategies</p> <p>translate corporate policies into tangible service improvements</p> <p>contribute to corporate projects on behalf of the Directorate</p> <p>listen and respond sensitively to the needs of the community and to deliver the service around the needs of customers</p> <p>build effective and productive working relationships with colleagues</p> <p>manage, lead and motivate staff and foster their development</p> <p>manage planning projects and processes effectively</p> <p>deploy IT systems effectively</p> <p>respond flexibly to a constantly changing work flow is essential.</p> <p>relate and work with people at all levels.</p>	<p>Application Form/Interview/Test</p>
<p><b>PERSONAL STYLE AND BEHAVIOUR:</b></p> <p>Proven leader</p> <p>Courteous and professional</p> <p>Persistent and determined in realising service outcomes</p> <p>Articulate both in written and oral form</p> <p>Probity and honesty.</p> <p>Politically aware</p> <p>Committed to the achievement of equal opportunities</p> <p>Respected team player</p>	<p>Application form/Interview</p>