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Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Senior Planner – Development Management	Grade: PO2– PO4
Section: Development Management	Directorate: Environment and Community Services
Responsible to following manager: Area Team Manager	Responsible for following staff: N/A
Post Number/s:	Last Review Date: April 2016

Working for the Richmond/ Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

Job Purpose

To deliver high quality, robust and transparent decision making within tight time frames to ensure that the Planning Service is recognised as delivering an excellent planning service for all our customers. To independently manage a caseload of a number of complex and/or high profile planning applications, pre-application advice requests and correspondence to agreed and identifiable time scales and delivering a well reasoned officer recommendation which delivers a successful planning outcome.



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To coach and supervise junior planning officers to help them acquire the skills and knowledge so they are able to be self-reliant in dealing with technical and people issues.

Specific Duties and Responsibilities

1. To work independently to and take personal responsibility for the full range of development management case work including negotiation of planning performance agreements, pre-application advice, the processing of complex and high profile planning applications ensuring that these are effectively and efficiently carried out to identifiable deadlines in a manner that is consistent with planning policy and is successful in meeting corporate targets and objectives.
2. To work independently to assess, negotiate and set out clear and robust recommendations in an accurate, well written officer report based on relevant planning policies and other material considerations.
3. Maintain an up-to-date knowledge of relevant legislation and to take a proactive approach to relevant changes in legislation and updating junior staff on those changes.
4. Proactively identify issues and propose improvements and creative solutions within the context of current and future service requirements in order to continually deliver high quality, customer focused planning services to managers and our full range of customers including developments in information technology systems, customer service and other processes and procedures.
5. Ensure that the electronic copy of the planning application, pre-application advice and correspondence is the master copy and that all electronic and paper copies of your own case work and that of the supervised staff is up-to-date before any decision is made.
6. Implement self-contained projects or components of larger projects in order to deliver organisational objectives as well as enabling agreed changes in planning practice and processes to take place.
7. Coach and facilitate the acquisition of skills and knowledge in others so that they are better equipped to be self-reliant in dealing with technical and people issues.



8. On occasions present recommendations to the relevant Committee and other internal and public meetings on complex and/or controversial planning applications in a clear and concise manner including providing expert professional advice to Members and the public.
9. Provide advice and guidance in response to planning best practice, procedure or policy within a legal/organisational policy framework.
10. Ensure that service-wide and corporate performance indicators, targets and customer service standards are met for the full range of the workload and also any work of junior officers that you are supervising.
11. Lead on the preparation of evidence in respect of appeals including presenting evidence at Public Inquiries, Hearings and written representation taking a project management role.
12. Initiate and participate in matters relating to compliance and enforcement matters and conflict resolution to ensure high quality innovative outcomes that reflect Council-wide objectives and policies.
13. Represent the Team/Department/Council at meetings (including evening meetings) both within the Council and outside bodies including public meetings on matters relevant to the Planning Service.
14. Deputise for the Principal Planner when required including evening meetings.

CRITERIA FOR PROGRESSION TO PO3 (as for PO2 plus the following)

15. Independently assess, negotiate and set out clear and robust recommendations in an accurate, well written officer report based on relevant planning policies and other material considerations that require minimal input or correction from the Principal Planner or Area Team Manager.
16. Maintain an up-to-date knowledge of relevant legislation and to take a proactive approach to relevant changes in legislation and updating junior staff on those changes and also recommending revised procedures and practices to the Principal Planner and Area Team Manager.
17. Lead and implement self-contained projects or components of larger projects in order to deliver organisational objectives as well as enabling agreed changes in planning practice and processes to take place.



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19. Provide advice and guidance in response to planning best practice, procedure or policy within a legal/organisational policy framework and develop solutions or recommendations to meet service needs.
20. Ensure that service-wide and corporate performance indicators, targets and customer service standards are met for the full range of your own workload and to take a proactive role in coaching junior staff you are supervising to effectively and efficiently meet their own performance targets.
21. Initiate, participate in and, where necessary, take a management role on matters relating to compliance and enforcement matters and conflict resolution to ensure high quality innovative outcomes that reflect Council-wide objectives and policies.

CRITERIA FOR PROGRESSION TO PO4 (as for PO3 plus the following)

22. When necessary, the job holder will be responsible for the direct supervision of at least one member of staff undertaking tasks of a project nature.
23. Demonstrate a proven track record of working independently to assess, negotiate and set out clear and robust recommendations in an accurate, well written officer report based on relevant planning policies and other material considerations that require no input or correction from the Principal Planner or Area Team Manager.
24. Maintain an up-to-date knowledge of relevant legislation and to take a proactive approach to relevant changes in legislation and updating all staff on those changes and also recommending and implementing revised procedures and practices.
25. Coach and facilitate the acquisition of skills and knowledge in others so that they are better equipped to be self-reliant in dealing with technical and people issues particularly focusing on complex, high profile and politically sensitive committee case work.
26. Take a lead role in providing advice and guidance in response to planning best practice, procedure or policy within a legal/organisational policy framework and develop and implement solutions or recommendations to meet service needs.
27. Take responsibility for ensuring that the team meets service-wide and corporate performance indicators, targets and customer service standards for the full range work in the team and that you are proactive in identifying issues



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and proposing improvements and creative solutions within the context of current and future service requirements in order to continually deliver high quality, customer focused planning services to customers and managers.



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Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems.
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

Additional Information

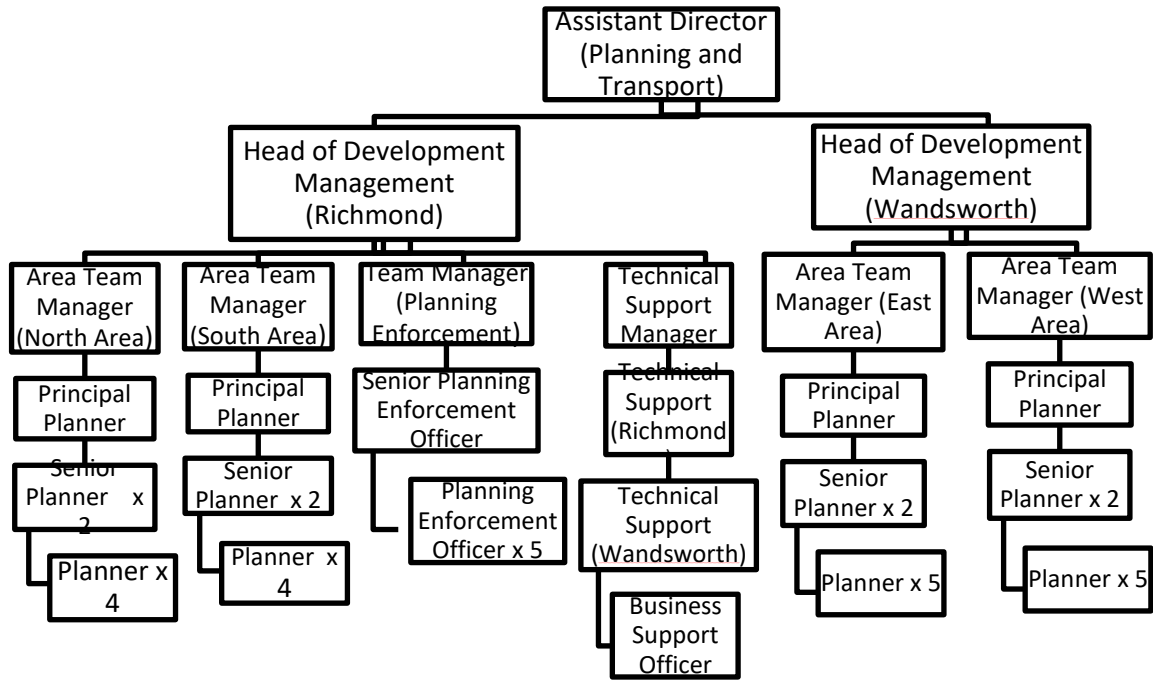
- To assist as required with the management of budgets, including ensuring that all necessary processes and procedures are carried out in a timely and effective way.
- To provide supervision as required to assigned staff and take responsibility for the allocation and checking of work by staff.



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Current team structure



Person Specification

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Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

Being open. This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

Being supportive. This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

Being positive. Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

Person Specification Requirements	Assessed by A & I/ T/ C (see below for explanation)
Knowledge	
Comprehensive knowledge and understanding of Planning legislation, policy guidance and circulars, practice and case law and the ability to apply that knowledge in negotiating and delivering highly complex and high risk planning applications within agreed timeframes in order to deliver a responsive, high quality service at speed Development Management Service.	A/I

Knowledge and understanding of effective customer relations and customer care practices.	A/I
Experience	
Experience in local government policy work including preparation of development plan documents or equivalents.	A/I
Experience of managing, training and motivating staff on a day to day basis to secure and maintain improvements in service delivery.	A/I
Skills	
Clear understanding of IT systems generally including Microsoft Office, measuring software and planning database system and document management systems.	A/I/T
Proven inter-personal skills.	A/I/T
Articulate in written and oral communication skills with particular reference to report and letter writing, public speaking, presentation skills and communicating with Members, the public, staff and other professionals.	A/I
Proactively support the team manager, including early corrective action to ensure key performance indicators, targets and customer services standards are met.	A/I
Ability to negotiate and deliver highly complex and controversial planning applications within agreed timeframes in order to deliver a responsive, high quality service at speed Development Management Service.	A/I
To work effectively to meet challenging deadlines and manage competing and changing priorities.	A/I
To work as part of a team taking into account the needs of other Council Departments and with a willingness and ability to impart knowledge to other staff.	A/I
Proven experience of providing creative solutions to problem solving and demonstrating a "can-do" attitude to improvements in service delivery including solutions involving the web and IT systems.	A/I
Ability to assist in identifying need for change and to introduce and manage changes designed to improve service delivery.	A/I
Qualifications	
A degree in planning or other appropriate professional qualification and a member of the RTPI or eligible for full membership.	A/C

A – Application form**I – Interview****T – Test****C – Certificate**