**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| **Job Title:** Planner (Policy)  | **Grade**: Scale 6 – PO1 |
| **Section:** Planning and Transport Strategy Division Spatial and Transport Planning Service | **Directorate:** Environment and Community Services |
| **Responsible to following manager:**Spatial Planning and Design Team Manager | **Responsible for following staff:**N/A |
| **Post Numbers:** RWE3238A, RWE3237 | **Last review date:** July 2021 |

**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 assist with the delivery of high quality, robust and transparent Planning Policy service ensuring decision making within tight timeframes and to ensure that the Planning and Transport Division is recognised as delivering an excellent planning service for all of our customers. The Planner will assist on an area of planning policy, providing comprehensive and detailed policy advice on planning applications, pre-application advice requests and correspondence to agreed and identifiable timescales. To undertake less specialist projects related to planning policy and its broader implementation within the borough, as allocated by the Programme and Change Delivery Manager as well as the Spatial Planning and Design Team Manager. To undertake appropriate training to help them acquire the skills and knowledge so that they can become self-reliant in dealing with technical and people issues as required.

**Specific Duties and Responsibilities:**

1. To be responsible to the Spatial Planning and Design Team Manager and work under the supervision of the Principal Policy and Information Planner as well as a Senior Planner (Policy).
2. To undertake planning projects or casework, under supervision of a Senior or Principal Planner, on a full range of planning policy work including the development and review of planning policy, working to identifiable deadlines in a manner that is consistent with meeting corporate targets and objectives.
3. To provide planning policy comments to straightforward applications and pre-applications.
4. To assist on work to assess, engage and set out clear and robust policy formulation including taking responsibility for early drafts of accurate, well written officer reports based on an up-to-date and relevant evidence base.
5. To ensure that policy formulation is undertaken with due regard to the evidence base, national as well as regional planning policy and guidance, and to meet the milestones set out in the Councils’ Local Development Schemes.
6. To take part in and actively contribute to the preparation for public consultation exercises relating to the development and review of local planning policies and guidance, including associated research and information, in line with the appropriate statutory and legislative requirements and the Councils’ Statements of Community Involvement.
7. To maintain an up-to-date knowledge of national and regional planning policy and relevant legislation and to take a proactive approach to relevant changes in legislation.
8. To assist in identifying issues and proposing improvements 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.
9. To assist on 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, taking personal responsibility for detailed project management as required.
10. On occasion to present your own recommendations to internal and public meetings on basic planning issues in a clear and concise manner.
11. To assist in providing advice and guidance in response to planning best practice, procedure or policy within a legal/organisational policy framework.
12. To assist in meeting service-wide and corporate performance indicators, targets and customer service standards for the full range of your own workload and also any work of junior officers that you are supervising.
13. To assist on the preparation of specialist evidence in respect of appeals including presenting evidence at Public Inquiries, Examinations in Public, Hearings and written representations.
14. To participate in matters relating to policy compliance and conflict resolution to ensure high quality innovative outcomes that reflect Council-wide objectives and policies.
15. To undertake administrative tasks relating to the work of the Team as required.

**CRITERIA FOR PROGRESSION TO SO1**

1. To undertake planning policy projects or casework at the following level under the limited supervision of a Senior or Principal Planner:
* straightforward policy reviews
* straightforward drafting of evidence, research and policies
* planning applications and pre-applications requiring negotiations
1. 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.
2. To provide advice and guidance as required in response to planning best practice, procedure or policy within a legal/organisational policy framework and develop solutions or recommendations to meet service needs.
3. To ensure that you meet service-wide and corporate performance indicators, targets and customer service standards.
4. To initiate, participate in and where necessary lead on policy matters that require conflict resolution to ensure high quality innovative outcomes that reflect Council-wide objectives and policies.

**CRITERIA FOR PROGRESSION TO SO2**

1. To undertake planning projects or casework at the following level with minimum supervision:
* more complex planning policy reviews
* drafting and presenting of policy information and evidence base
* more complex planning applications and pre-applications requiring negotiations
1. Deal with straightforward enquiries about other work in the Spatial Planning or Development Management Services.
2. Seek to 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.

**CRITERIA FOR PROGRESSION TO PO1**

1. To undertake planning policy projects or casework with minimum supervision.
2. To contribute to complex policy drafting and reviews, including leading on evidence base and research to inform policy-making.
3. To lead on work related to public consultation exercises on planning policy and guidance documents.
4. To comment on complex planning applications and pre-applications requiring substantial negotiations.
5. To be familiar with, and deal with enquiries about, work in any part of Spatial and Transport Planning Service.
6. To prepare and give evidence on behalf of the Council at Public Examinations, Hearings and Inquiries.

**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**

* Will represent the Council at meetings with members of the public and other organisations both during the working day and outside normal working hours.
* This post is in a matrix management structure, with the Team Manager being responsible for line management, and the Principal Policy and Information Planners as well as on occasion the Senior Planners (Policy) and Senior Information Planner providing day-to-day supervision on projects and workflows.

**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.

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| **Person Specification Requirements** | **Assessed by** **A**  **&**  **I/ T/ C (see below for explanation)** |
| **Knowledge**  |
| A working knowledge and understanding of planning legislation, policy guidance and circulars, practice and case law and the ability to apply that knowledge in the preparation and review of planning policy, within agreed timeframes in order to deliver a responsive, high-quality service at speed Planning Policy Service. | A/I/T |
| Knowledge and understanding of effective customer relations and customer care practices. | A/I/T |
| **Experience**  |
| Experience in planning policy work including assisting in the preparation of local plan documents or equivalents. | A/I |
| **Skills**  |
| Clear understanding of IT systems generally including Microsoft Office products, and ability to familiarise themselves quickly with new and emerging innovative and specialist planning software. | A/I/T |
| Effective report writing skills including preparation of local plan documents, committee reports, development plan examination statements or equivalents. | 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 |
| Ability to analyse and interpret data and present key facts including policy implications in the preparation of reports, policy formulation and other material. | A/I/T |
| Ability to prepare briefs for and assist in the selection, control and monitoring of consultants. | A/I |
| Ability to work on designated projects with supervision. | 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 share knowledge with other staff. | A/I |
| Able to use own initiative to identify solutions to problems and demonstrating a 'can-do' attitude to improvements in service delivery.  | 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 amember of the RTPI or eligible for or working toward full membership.  | A/C |

**A – Application form**

**I – Interview**

**T – Test**

**C – Certificate**