

## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> Planner – Development Management	<b>Grade:</b> Scale 6 – PO1
<b>Section:</b> Development Management	<b>Directorate:</b> Environment and Community Services
<b>Responsible to following manager:</b> Principal Planner Area Team Manager	<b>Responsible for following staff:</b> N/A
<b>Post Number/s:</b>	<b>Last Review Date:</b> 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. 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. Work on a range of development management case work including, pre-application advice, the processing of planning applications, Certificate of Lawfulness, prior notification and advertisement 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. 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.
4. 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 is up-to-date before any decision is made.
5. Provide advice and guidance in response to planning best practice, procedure or policy within a legal/organisational policy framework.
6. Ensure that service-wide and corporate performance indicators, targets and customer service standards are met for the full range of the workload.
7. To lead on the preparation of evidence for written representation appeals.
8. To 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.
9. To ensure that the electronic copy of the planning application, pre-application advice and correspondence is the master copy and that all electronic and paper



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copies of your own case work and that of the supervised staff is up-to-date before any decision is made.

**CRITERIA FOR PROGRESSION TO S01 (as for Sc6 plus the following)**

10. Work without close supervision and with personal responsibility for a range of development management case work including pre-application advice, the processing of planning applications, Certificate of Lawfulness, advertisement applications, prior notifications and 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.
11. 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.
12. Undertake more complex written representative appeals and prepare the Council's case and lead at informal hearings.
13. 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.
14. To ensure that you meet service-wide and corporate performance indicators, targets and customer service standards.
15. To 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 S02 (as for S01 plus the following)**

16. With a minimum of supervision work on a range of development management case work including negotiation of (on occasion) planning performance agreements, pre-application advice, the processing of more complex 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
17. Deal with applications that include straight forward legal agreements.



18. 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.
19. Undertake to attend as planning witness at court or public inquiry under the supervision of a Senior Planner.

#### **CRITERIA FOR PROGRESSION TO P01 (as for S02 plus the following)**

20. To work more independently and to 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.
21. Prepares and gives evidence on behalf of the Council at Inquiries and in Court.

#### **Generic Duties and Responsibilities**

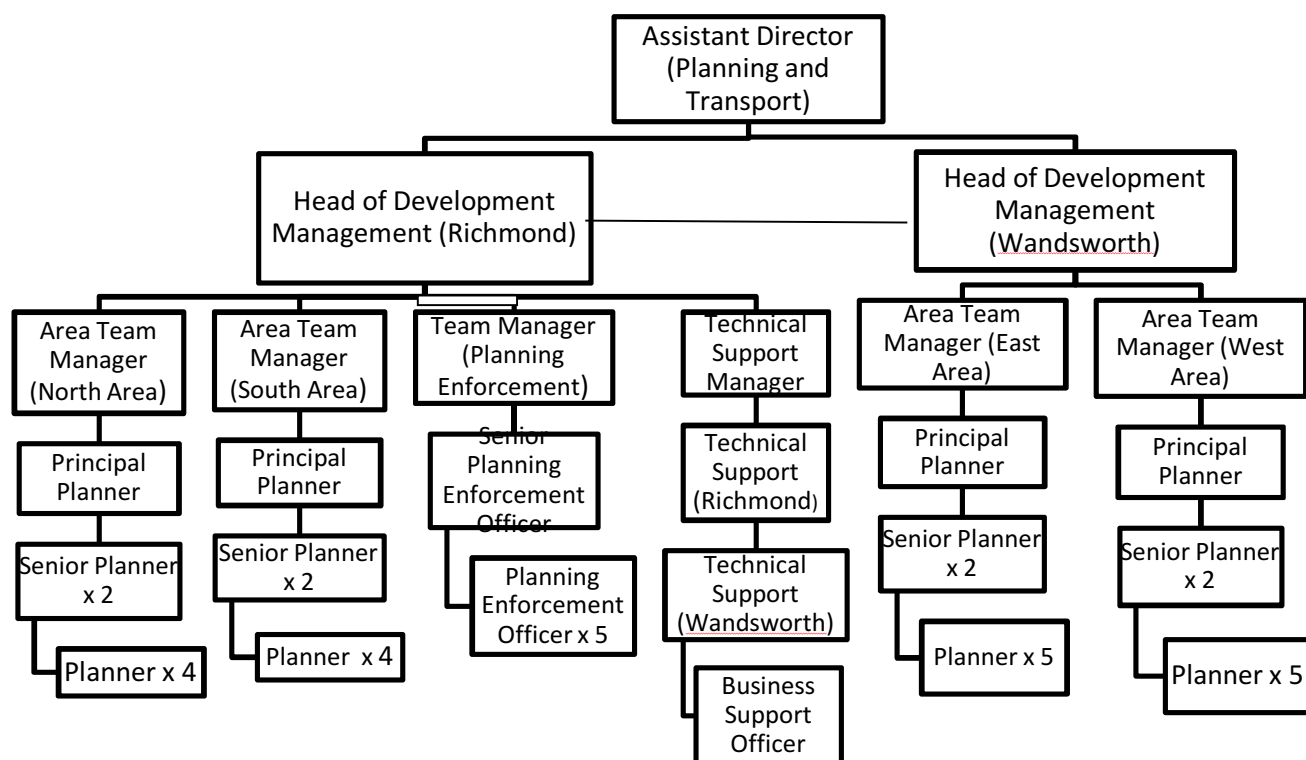
- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated 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.

### 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)
<b>Knowledge</b>	
Developing 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	A/I

planning applications within agreed timeframes in order to deliver a responsive, high quality at speed Development Management Service.	
Knowledge and understanding of effective customer relations and customer care practices.	
<b>Experience</b>	
Experience in local government policy work including preparation of development plan documents or equivalents.	A/I
<b>Skills</b>	
Clear understanding of IT systems generally including Microsoft Office, measuring software and planning database system and document management systems.	A/I/T
Well developed and effective 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
Understanding of the need to negotiate and deliver planning and other consent applications within agreed timeframes in order to deliver a responsive, high quality service at speed Development Management Service	A/I
Ability to work effectively to meet challenging deadlines and manage competing and changing priorities.	A/I
Ability to work as part of a team taking into account the needs of other Council Directorates and with a willingness and ability to impart knowledge to other staff.	A/I
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
<b>Qualifications</b>	
A degree in planning or other appropriate professional qualification and a member of the RTPI or eligible for or working toward full membership.	A/C

#### A – Application form





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**I – Interview**

**T – Test**

**C – Certificate**