

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 Better Service Partnership

This role is employed under the Richmond & Wandsworth Better Service Partnership. The overall purpose of Richmond & Wandsworth 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.

Richmond & Wandsworth Better Service Partnership 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. 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.
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)

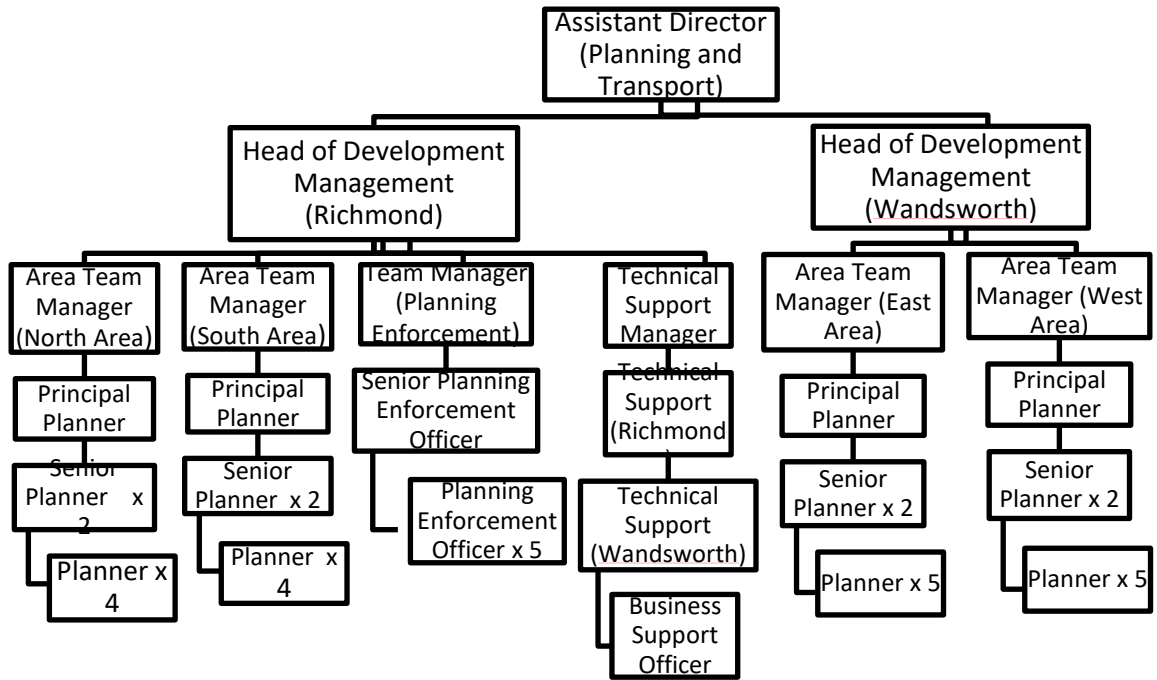
22. When necessary, the job holder will be responsible for the direct supervision of at least one member of staff undertaking tasks of a project nature.
23. Demonstrate a proven track record of working independently to assess, negotiate and set out clear and robust recommendations in an accurate, well 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 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.



Generic Duties and Responsibilities

- To contribute to the continuous improvement of the services of Richmond & Wandsworth Better Service Partnerships.
- 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 Richmond and Wandsworth 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 roles within the Councils.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

Team structure



Person Specification

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Our Values

THINK BIGGER

EMBRACE DIFFERENCE

CONNECT BETTER

LEAD BY EXAMPLE

PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements		
	Essential	Desirable
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 controversial planning applications within agreed timeframes in order to deliver a responsive, high quality service at speed Development Management Service.	X	
Knowledge and understanding of effective customer relations and customer care practices		X
Experience		
Experience in dealing with and negotiating complex and controversial planning applications within agreed timeframes	X	

Skills	Essential	Desirable
Clear understanding of IT systems generally including Microsoft Office, measuring software and planning database system and document management systems	X	
Proven inter-personal skills	X	
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.		X
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	X	
Proactively support the team manager, including early corrective action to ensure key performance indicators, targets and customer services standards are met.	X	
Qualifications	Essential	Desirable
A degree in planning or other appropriate professional qualification and a member of the RTPI or eligible for full membership.	X	

A – Application form / CV

I – Interview

T – Test

C - Certificate