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

**Job Description**

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| **Job Title:**  Principal Planning Sustainability Officer | **Grade**:  PO6 |
| **Section:**  Spatial Planning and Design Team | **Directorate:**  Place Division, Chief Executive |
| **Responsible to following manager:**  Spatial Planning & Design Team Manager | **Responsible for following staff:**  n/a |
| **Post Number/s:** | **Last review date:**  July 2024 |

**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**

In July 2019 the London Borough of Richmond upon Thames and the London Borough of Wandsworth declared Climate Emergencies. Following this, Wandsworth Council published its Environment and Sustainability Strategy in July 2019, and Richmond published its Climate Emergency Strategy in January 2020. Both boroughs are committed to becoming net zero organisations by 2030 and net zero boroughs by 2043, with their individual strategies reflecting the unique priorities and actions for each borough. The successful postholder will play a key role in taking action to improve the environment and reduce carbon emissions across both boroughs through planning policy, working with internal and external stakeholders to secure built-environment solutions which contribute to climate resilience, including retrofit and adaptation of Richmond and Wandsworth’s existing building stock.

The Principal Planning Sustainability Officer is a new role – the postholder will have an opportunity to shape this role to help the SSA develop its approach towards sustainability and in its journey to Net Zero.

The postholder is required to facilitate compliance with climate change policies in the Local Plans (Richmond and Wandsworth) and ensure the delivery of net-zero development across both boroughs. This role will also involve upskilling and knowledge transfer amongst the wider planning team and more corporately to support the development of robust sustainability knowledge within the team and beyond. The Principal Planning Sustainability Officer will challenge sustainability assessments as appropriate and apply their technical knowledge to ensure optimum carbon savings can be delivered on developments as they come forward.

The post holder will be expected to take a lead role on sustainability in the Planning Policy team, whilst also liaising closely with the corporate sustainability team on sustainability and climate resilience matters to ensure a collaborative and joined up approach to achieving net-zero.

**Specific Duties and Responsibilities**

* Assess information provided as part of the [Wandsworth Sustainability checklist](https://www.wandsworth.gov.uk/planning-and-building-control/sustainability/our-sustainability-goals-for-wandsworth/)  and [Richmond Sustainable construction checklist](https://www.richmond.gov.uk/sustainable_construction_checklist) in planning applications to evaluate compliance with climate policies in Local Plans, the London Plan (2021), GLA guidance, national planning policy and other planning or sustainability guidance in order to contribute towards the achievement of net-zero by 2043 in both boroughs.
* Challenge technical conclusions of reports such as energy assessments submitted by applicants for planning permission where appropriate and detail and justify any actions required through proactive negotiation with developers and applicants.
* Support development management officers in assessing minor planning applications (1 to 9 dwellings/100-1000sqm non-residential) against climate change and environment policies and encourage carbon savings to be made on-site rather than through offsetting measures.
* Manage the Council’s third-party consultants to ensure robust sustainability assessment of major developments against policy criteria. Where carbon offsetting is required, ensure any carbon offset amounts are appropriately calculated and checked. There will be an opportunity to work alongside the third-party consultants on major applications and contribute to assessments.
* Provide advice on planning pre-applications, particularly concerning whole life cycle carbon and energy efficiency, and advise on the delivery of on-site carbon savings (to avoid the need for carbon offsetting) at an early stage of design and development to support climate change adaptation across both broughs.
* Provide advice and support to Councillors on sustainability matters as and when required.
* To produce reports, technical papers and other information and to present these at meetings, committees and to Councillors, senior leadership and other organisations when required.
* To produce periodic reports to monitor progress and highlight actions needed to meet SSA Climate Change and Sustainability Targets and ensure policy requirements for reductions in carbon emissions are being met across both boroughs and work towards climate resilience and adaptation.
* To support technical knowledge and expertise development amongst development management, conservation and urban design, and planning policy Officers working in the climate change policy area and working closely with external sustainability consultants and the internal climate and sustainability team.
* To stay up to date on research and best practice in the sustainability field.
* To collect and analyse data required to inform and evidence planning policy.

**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.

**Additional Information**

* This role offers the flexibility of agile working, with office based and remote working as agreed to meet the needs of the Service.
* This position serves two London boroughs and as such the postholder will be expected to work flexibly across two office locations (Wandsworth Town Hall and Twickenham Civic Centre).
* The Councils will reimburse membership fees to a relevant professional institute.

**Team structure**

**Person Specification**

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| --- | --- |
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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](https://www.richmond.gov.uk/media/afdbdeao/five_values.pdf) as they are an integral part of our recruitment and selection process.

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| **Person Specification Requirements** | | | | **Assessed by**  **A/I/T/C**  **(see below for explanation)** |
| **Knowledge** | **Essential** | **Desirable** | **Assessed** |
| Working knowledge of the UK planning system including planning policy, development management, design guides and code. |  | **✔** | **A/I/T** |
| Ability to read and understand existing and proposed site plans, floorplans, cross sections, elevations and technical drawings and provide feedback where required. |  | **✔** | **A/I/T** |
| Considerable knowledge and experience of partnership working across multi-disciplinary teams. | **✔** |  | **A/I** |
| Detailed knowledge and understanding of retrofitting existing buildings of both modern and traditional construction types, and an understanding of the fundamentals in the built environment articulate carbon optioneering and technical solutions. | **✔** |  | **A/I/T** |
| Detailed knowledge and understanding of Passivhaus Standards, BREEAM, whole life carbon standards and other relevant accreditations and understanding of how to incorporate innovative sustainability solutions into proposed developments. | **✔** |  | **A/I/T** |
| Working knowledge of current policy, financial and operational drivers and constraints in local authorities. |  | **✔** | **A/I/T** |
| Working knowledge of climate change, climate change resilience and energy issues. | **✔** |  | **A/I/T** |
| **Experience** | **Essential** | **Desirable** | **Assessed** |
| Demonstrable experience of working in a similar role. |  | **✔** | **A/I** |
| Experience in project management and leadership. |  | **✔** | **A/I** |
| Experience of providing specialist sustainability advice as a consultee for pre-applications, planning applications and appeals, or extensive experience of assessing proposals in another relevant form. | **✔** |  | **A/I** |
| Experience of developing sustainability policy or guidance. | **✔** |  | **A/I/T** |
| Experience of delivering knowledge-transfer to colleagues and supporting the upskilling of wider team. |  | **✔** | **A/I** |
| **Skills** | **Essential** | **Desirable** | **Assessed** |
| Ability to work independently, use self-judgement and initiative, self-manage personal workload, deal with competing priorities and meet deadlines. | **✔** |  | **A/I** |
| Excellent aptitude for confidently presenting and speaking in meetings. | **✔** |  | **A/I** |
| Excellent negotiation skills and ability to take a pragmatic approach to partnership working with developers and applicants to achieve excellent sustainability outcomes. | **✔** |  | **A/I** |
| Ability to work closely with project teams and across other teams in the SSA collaboratively to achieve excellent sustainability outcomes. | **✔** |  | **A/I** |
| Excellent IT and computing skills. | **✔** |  | **A/T** |
| Ability to use specialist software including GIS or other mapping systems. |  | **✔** | **A/T** |
| Can demonstrate a successful track record of developing good stakeholder or partnership relations and ability to understand and draw on experience and knowledge of others. | **✔** |  | **A/I** |
| Excellent written and verbal communication skills, and ability to demonstrate efficient, effective and proactive communication skills. | **✔** |  | **A/T** |
| Demonstrate an understanding of and identify other interested parties, professionals, councillors and members of the public. | **✔** |  | **A/I/T** |
| **Qualifications** | **Essential** | **Desirable** | **Assessed** |
| Educated to degree level (or equivalent) in Architecture, Building Surveying, Sustainability/Sustainable Development, Construction Management, Building Technology, Environmental Management, Environmental Science, Energy, Geography, Planning or other demonstrably relevant degree. | **✔** |  | **C** |
| A relevant post-graduate qualification in a subject relevant to the sustainable management of the built environment. |  | **✔** | **C** |
| Associate or full membership of a relevant professional body, or demonstrable eligibility for associate or full membership and a willingness to work towards this status. |  | **✔** | **C** |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**