

## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> Principal Policy and Information Planner	<b>Grade:</b> PO6
<b>Section:</b> Spatial Planning Service	<b>Directorate:</b> Place Division, Chief Executive
<b>Responsible to following manager:</b> Spatial Planning and Design Team Manager	<b>Responsible for following staff:</b> N/A
<b>Post Numbers:</b> RWE3231, RWE3232	<b>Last review date:</b> July 2021

#### 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 a high quality, robust and transparent Spatial Planning service, ensuring decision making within tight time frames and to ensure that the Place Division is recognised as delivering an excellent planning service for all of our customers. The Principal Policy and Information Planner will act as a professional expert, lead on the implementation and delivery of planning policy as well as information and monitoring projects, providing definitive professional advice for the Council, creating and applying

planning policy and best practice and delivering successful planning outcomes. The Principal Policy and Information Planner is responsible for delivering and completing programmes and projects within agreed timeframes. The Principal Policy and Information Planner effectively oversees the work of Senior Planners and Planners on projects and programmes, including supervising, coaching and monitoring their outputs and performance on projects and programmes to help them acquire the skills and knowledge so that they can become self-reliant in dealing with technical and people issues. In conjunction with the Spatial Planning and Design Team Manager, the Principal Policy and Information Planner will ensure that corporate and national targets are met and exceeded.

### **Specific Duties and Responsibilities**

1. Responsible to the Spatial Planning and Design Team Manager for taking the lead on and personal responsibility for the full range of the boroughs' planning policy frameworks and information workload, including the preparation and implementation of development plan documents, policy and guidance notes, in line with the appropriate statutory and legislative requirements and the Councils' Local Development Schemes.
2. Implement the Councils' planning policies and ensure their correct interpretation by providing advice to Development Management and others as required on a range of development schemes, including pre-application advice as well as the processing of detailed specialist comments on highly complex and high-risk applications and correspondence. Ensuring this is effectively and efficiently carried out to identifiable deadlines in a manner which is successful in meeting corporate targets and objectives.
3. Lead on the research and production of evidence, information and data in support of policy development, implementation, review and monitoring.
4. Responsible for ensuring that high quality advice is provided for development plan documents and policy development, planning applications and pre-application policy advice, and ensuring that all advice and correspondence comply with Council policy and other material considerations.
5. Lead on 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.
6. In collaboration with the Spatial Planning and Design Team Manager ensure the smooth running of the team's services, taking responsibility for delivering and completing projects, programmes and tasks within agreed timeframes. This includes assisting the Spatial Planning and Design Team Manager to effectively monitor performance against agreed performance indicators.

7. Proactively works with the Spatial Planning and Design Team Manager to identify issues and implements solutions as necessary to a further embed the 'one-team' service provision approach across the Spatial Planning and Design Team.
8. Provides advice and guidance on complex or high-risk issues particularly where precedent is less readily available and to be an expert point of reference in the team including that of new legislation and initiatives relating to technical, operational and contractual aspects of planning policy as well as information and monitoring.
9. Maintains an up-to-date knowledge of relevant legislation and national policy and guidance and takes a proactive approach to relevant changes in these, recommending revised procedures and practices and managing the implementation of those revisions as required.
10. Deputises for the Spatial Planning and Design Team Manager from time-to-time as required e.g. attendance at committee.
11. Is proactive 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 customers and managers.
12. Takes the lead in delivering and implementing identified agreed projects to deliver organisational objectives, continual improvements and efficiencies in ensuring a high-quality customer focused service, by liaising closely with the Spatial Planning and Design Team Manager.
13. To ensure that all policy and best practice and committee reports and correspondence are well written and accurate and set out coherent and robust recommendations based on the Councils' planning policies and other material considerations.
14. Present to the Wandsworth Transport Overview and Scrutiny Committee, the Richmond Environment, Sustainability, Culture and Sports Committee or other appropriate committees as well as other internal and public meetings on complex and/or controversial planning matters in a clear and concise manner, including providing professional advice to Members.
15. To take the lead on, and personal responsibility for, the preparation of evidence, including presenting evidence at Examinations in Public, Public Inquiries, Hearings and in writing. Liaising closely with the Spatial Planning and Design Team Manager, taking a project management role including briefing and



commissioning Counsel and independent consultants/experts and specialist advice as necessary.

16. To initiate, participate in and take the lead on matters relating to policy compliance, taking responsibility for effective negotiation and conflict resolution to ensure high quality innovative outcomes that reflect Council-wide objectives and policies.
17. Demonstrate an ability to build and develop strong working relationships both inside and outside the service in order to deliver departmental and corporate objectives, and to mitigate risk and to be an ambassador for the planning function in these interactions.
18. Effectively overseeing the work of Senior Planners and Planners (Policy) and the Senior Information Planner as well as Information and Monitoring Officers on projects and programmes, including supervising, coaching and monitoring their outputs and performance on projects and programmes to help them acquire the skills and knowledge so that they are better equipped to be self-reliant in dealing with technical and people issues.

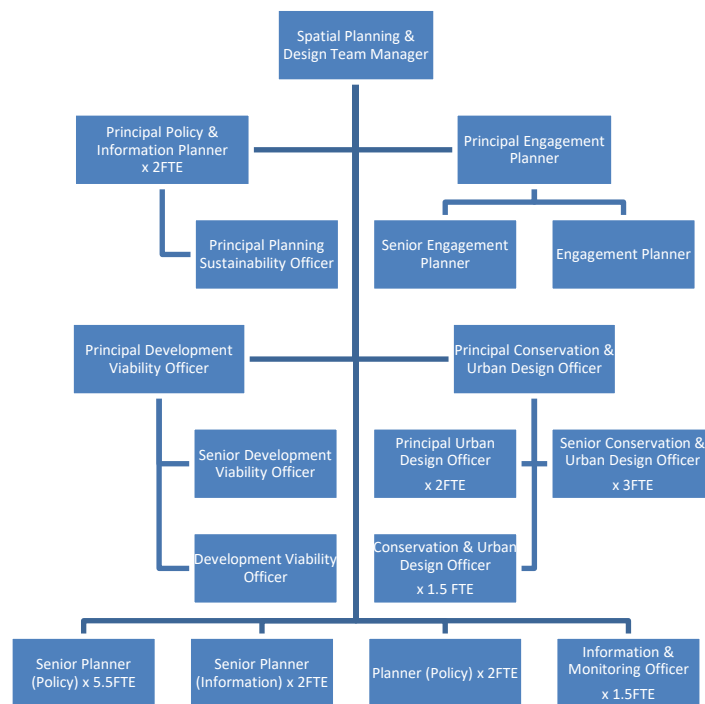
### **Generic Duties and Responsibilities**

- 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

- 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.
- Attends as required the appropriate Overview and Scrutiny Committee, Planning Applications Committee and Conservation Area Advisory Committee to present reports and evidence and attendance at occasional evening public meetings.
- 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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### 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			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Comprehensive knowledge and understanding of Planning legislation, policy guidance and circulars, practice and case law and the ability to apply that knowledge to delivering a responsive, high quality service to a diverse casework in Planning Policy.	X		A/I/T

Knowledge and understanding of how to implement effective customer relations and customer care practices.		<b>X</b>	A/I
Knowledge and understanding of project and performance management and the ability to apply that knowledge to setting challenging targets for yourself, also overseeing and supervising the work of Officers on projects and programmes to ensure optimum service delivery.	<b>X</b>		A/I/T
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Ability to balance the requirement to apply planning policy as well as information and monitoring to the demands of the development sector.	<b>X</b>		A/I/T
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.	<b>X</b>		A/I/T
<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Ability to manage projects and programmes on a day-to-day basis to ensure that high quality outcomes are delivered within agreed timeframes.	<b>X</b>		A/I
Ability to organise own workload and work within agreed timeframes to maintain high quality decision making at speed and to achieve set deadlines and targets.	<b>X</b>		A/I
Effective supervisory skills and the ability to coach junior staff so that they can become self-reliant in dealing with technical and people issues.	<b>X</b>		A/I
Ability to apply appropriate techniques to motivate project teams and individuals to ensure the delivery of a high quality, high performing service with quick turnaround times.	<b>X</b>		A/I
Ability to effectively engage with and consult key stakeholders and the public on the development and review of planning policies and guidance, including associated research and evidence base.	<b>X</b>		A/I

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.	<b>X</b>		A/I/T
Well-developed inter-personal skills.	<b>X</b>		I
A clear understanding and commitment to take effective action to promote equality and the value of diversity in service delivery and employment.	<b>X</b>		A/I
Clear understanding of IT systems, such as Microsoft Office products and appropriate planning and local plan development software packages, including leading on the implementation and use of new and emerging innovative and specialist plan-making software.	<b>X</b>		A/I
Flexible approach to working hours, location and getting the job done and the ability to attend meetings and other events outside normal working hours, occasionally at short notice.	<b>X</b>		
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessed</b>
Fully qualified planner and member of the RTPI or equivalent professional body or eligible for full membership.	<b>X</b>		A/C

- A – Application form / CV**
- I – Interview**
- T – Test**
- C - Certificate**