

## Job Profile comprising Job Description and Person Specification

### Job Description

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| <b>Job Title:</b><br>Principal Planner – Development Management                    | <b>Grade:</b><br>PO5   |
| <b>Section:</b><br>Strategic Development   | <b>Directorate:</b><br>Place Division  |
| <b>Responsible to following manager:</b><br>Strategic Development Planning Manager | <b>Responsible for following staff:</b><br>To deputise for the Planning Manager when required and to assist with Senior Planners (PO2-PO4); and Planners (SC 6 to PO1) |
| <b>Post Number:</b> RWE3261  | <b>Last review date:</b>   |

#### 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:

The Planning Service primary aim is to deliver high quality, robust and transparent decision making within tight time frames to ensure that Wandsworth Planning Service is recognised as delivering an excellent planning service for all our customers. The Principal Planner will act as a professional specialist/expert at principal level providing definitive professional advice for the Council, creating and applying best practice and delivering successful planning outcomes. The Principal Planner will take a lead role in the delivery of a high quality at speed Strategic Development Service for our full range of customers by taking a pro-active role in progressing a number of complex and/or high-profile planning applications, pre-application advice requests, projects and correspondence to agreed and identifiable time

scales and delivering a well-reasoned officer recommendation which delivers a successful planning outcome within a strategic context.

**Specific Duties and Responsibilities:**

1. Responsible to the Strategic Development Planning Manager for taking the lead on and personal responsibility for the full range Strategic Development case work including negotiation of planning performance agreements, pre-application advice, the processing of highly complex and high-risk applications and correspondence, ensuring it is effectively and efficiently carried out to identifiable deadlines in a manner which is successful in meeting corporate targets and objectives.
2. 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.
3. Take a lead in implementing identified agreed projects to deliver organisational objectives, continual improvements and efficiencies in ensuring a high-quality customer focused service.
4. Ensure that all delegated and committee reports (and correspondence) are well written and accurate and set out coherent and robust recommendations based on relevant planning policies and other material considerations.
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 team are up to date before any decision is made.
6. Coach and facilitate the acquisition and development of skills and knowledge in others so that they are better equipped to be self-reliant in dealing with technical and people issues.
7. Present to the Planning Applications Committee and other internal and public meetings including complex and/or high-profile planning decisions in a clear and concise manner including providing expert professional advice to Members and the public.
8. Provide advice and guidance on complex or high-risk issues particularly where precedent is less readily available including that of new legislation and initiatives relating to technical, operational and contractual aspects of development management.
9. Proactively support the Team Manager in ensuring key performance indicators, targets and customer service standards are fully up to date using service wide electronic recording and monitoring systems and that proactive action is taken to ensure that those performance indicators, targets and standards are met.
10. Take the lead on and personal responsibility for the preparation of evidence in respect of appeals including presenting evidence at Public Inquiries, Hearings and in writing

taking a project management role including briefing and commissioning Counsel and specialist advice as necessary.

11. Initiate, participate in and take the management lead on matters relating to compliance and enforcement matters taking responsibility for effective negotiation and conflict resolution to ensure high quality innovative outcomes that reflect Council-wide objectives and policies.
12. 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.
13. Maintain an up-to-date knowledge of relevant legislation and takes a proactive approach to relevant changes in legislation, recommending revised procedures and practices and managing the implementation of those revisions.
14. To supervise staff and to deputise for the Strategic Development Team Manager from time to time, including Planning Applications Committee and evening meetings.

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

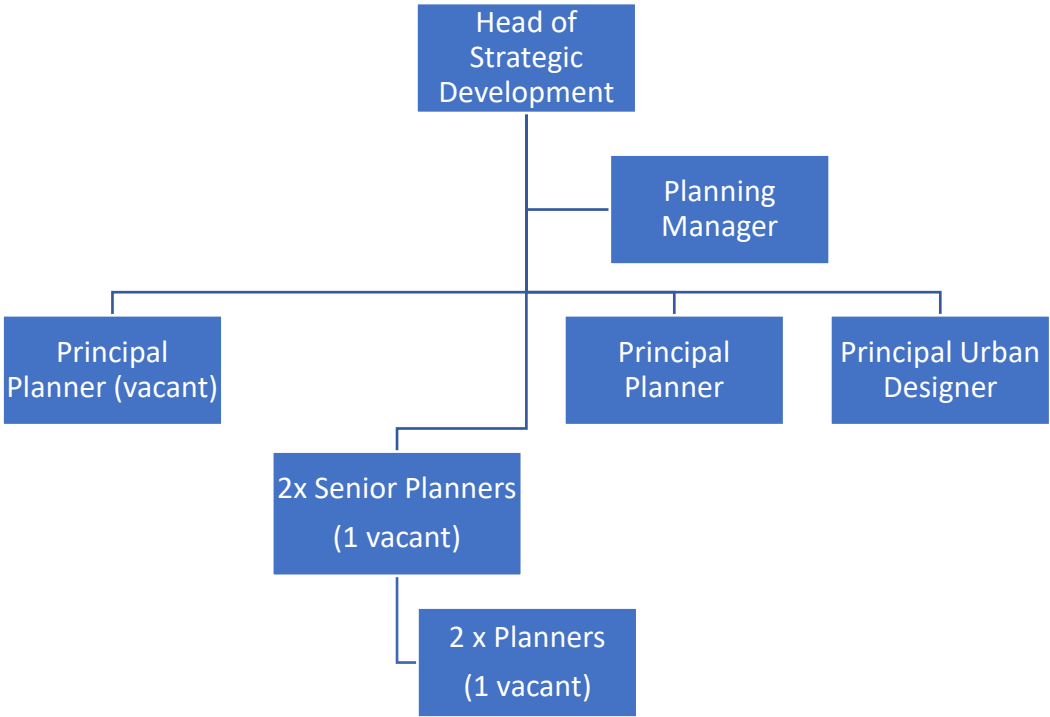
- To contribute to the continuous improvement of the Boroughs of Wandsworth and Richmond services.
- To comply with relevant Codes of Practice, including the Code of Conduct, and policies concerning data protection and health and safety.
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and work 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 Council's duties and responsibilities for safeguarding children, young people and adults as they apply to your role within the council.
- The profile is not intended to be an exhaustive list of 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.
- To provide supervision as required to assigned staff and take responsibility for the allocation and checking of work by staff.

- 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.
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**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:

**Think Bigger**

**Embrace Difference**

**Connect Better**

**Lead by Example**

**Put People First**

| Person Specification Requirements  |           |           | Assessed by<br>A/I/T/C<br>(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 in negotiating and delivering highly complex and high-risk planning applications within agreed timeframes in order to deliver a responsive, high-quality service at speed for the Strategic Development Service. | X         |           | A/I/T   |

|   |                  |                  |                 |
|---|------------------|------------------|-----------------|
|   |                  |                  |                 |
| Knowledge and understanding of how to implement effective customer relations and customer care practices.   |                  | <b>X</b>         | A/I             |
| Understanding of planning enforcement practice and appeals case law and ability to apply that knowledge to delivering a high quality and responsive service, enforcement and appeals service and to feed into Development Management decisions.   | <b>X</b>         |                  | A/I/T           |
| <b>Experience</b>   | <b>Essential</b> | <b>Desirable</b> | <b>Assessed</b> |
| Experience in dealing with and negotiating complex and high-profile planning applications within agreed timeframes as set down in Planning Performance Agreements.  | <b>X</b>         |                  | A/I/            |
| Experience of managing, training and motivating staff on a day-to-day basis to secure and maintain improvements in service delivery.  | <b>X</b>         |                  | A/I             |
| <b>Skills</b>   | <b>Essential</b> | <b>Desirable</b> | <b>Assessed</b> |
| Clear understanding of IT systems generally including Microsoft Office, measuring software and planning database system and document management systems.  | <b>X</b>         |                  | A/I             |
| Ability to organise own workload and that of the team including planning performance agreements, pre-application advice and the delivery of the full range of Development Management casework within agreed timeframes to ensure that key performance indicators, targets and customer service standards are met and that a high quality of work and decision making is maintained. | <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             |
| 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 and proven inter-personal skills.  | <b>X</b>         |                  | I               |
| To work effectively to meet challenging deadlines and manage competing and changing priorities.   | <b>X</b>         |                  | A/I             |

|   |                  |                  |                 |
|---|------------------|------------------|-----------------|
| Ability to assist in identifying need for change and to introduce and manage changes designed to improve service delivery.  | <b>X</b>         |                  | A/I             |
| Proven experience of using initiative to identify innovative solutions to problem solving and demonstrating a 'can-do' attitude to improvements in service delivery.                  | <b>X</b>         |                  | A/I/T           |
| Ability to manage the deployment of resources on a day-to-day basis to ensure that they are allocated to optimise efficiency and effectiveness to deliver a quality service at speed. |                  | <b>X</b>         | A/I             |
| Experience of working in the context of Planning Performance funded work.   |                  | <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>         |                  | A/I             |
| <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**

**I – Interview**

**T – Test**

**C – Certificate**