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## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> Senior Planner (Policy)	<b>Grade:</b> PO2– PO4
<b>Section:</b> Spatial and Transport Planning Service	<b>Directorate:</b> Environment and Community Services
<b>Responsible to following manager:</b> Principal Planner - Policy	<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 a high quality, robust and transparent Planning Policy service ensuring decision making within tight time frames and to ensure that the Spatial and Transport Planning Service is recognised as delivering an excellent planning service for all of our customers. The Senior Planner (Policy) will independently manage an area of planning policy, providing comprehensive and detailed policy advice on planning applications, pre-application advice requests and correspondence to agreed and identifiable timescales. To independently manage key specialist projects related to planning policy and its broader implementation within the borough, as allocated by the Principal Planner – Policy and Policy and Design Manager. To coach and supervise junior planning officers to help them acquire the skills and



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knowledge so that they can become self-reliant in dealing with technical and people issues as required.

### **Specific Duties and Responsibilities:**

1. To work independently and take personal responsibility for a full range of planning policy work including the development and review of planning specialist policy areas, pre-application advice, the input of policy advice to complex and high profile planning applications, working to identifiable deadlines in a manner that is consistent with meeting corporate targets and objectives.
2. To work independently to assess, engage and set out clear and robust policy formulation in an accurate, well written officer report based on an up-to-date and relevant evidence base.
3. To maintain an up-to-date knowledge of national and regional planning policy and relevant legislation and to take a proactive approach to relevant changes in legislation and updating junior staff on those changes.
4. 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 managers and our full range of customers.
5. To ensure that all policy formulation is undertaken with due regard to the Local Development Scheme and Statement of Community Involvement.
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, taking personal responsibility for detailed project management as required.
7. On occasion to present your own recommendations to the Strategic Planning and Transportation Overview and Scrutiny Committee (Wandsworth); Environment, Sustainability, Culture and Sports Committee (Richmond) or other appropriate committees, and other internal and public meetings on complex and/or controversial planning issues in a clear and concise manner including providing expert professional advice to Members and the public.
8. Provide advice and guidance in response to planning best practice, procedure or policy within a legal/organisational policy framework.
9. To ensure that you meet service-wide and corporate performance indicators, targets and customer service standards for the full range of your own workload, also any work of junior officers that you are supervising.



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10. To lead on the preparation of specialist evidence in respect of appeals including presenting evidence at Public Inquiries, Hearings and written representations.
11. To initiate and participate in matters relating to policy compliance and enforcement matters and conflict resolution to ensure high quality innovative outcomes that reflect Council-wide objectives and policies.
12. To deputise for the Principal Planner - Policy when required including evening meetings.
13. 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.

CRITERIA FOR PROGRESSION TO PO3 (as for PO2 plus the following)

1. 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 that require minimal input or correction from the Principal Planner - Policy or Policy and Design Team Manager.
2. To maintain an up-to-date knowledge of relevant legislation and to take a proactive approach to relevant changes in legislation and updating colleagues, within policy and other teams, on those changes and also recommending revised procedures and practices to the Principal Planner - Policy or Policy and Design Team Manager.
3. 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.
4. 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 for complex and high profile committee case work.
5. 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.
6. To ensure that you meet service-wide and corporate performance indicators, targets and customer service standards 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.



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7. To initiate, participate in and where necessary take a management role on matters relating to policy and project specific 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)

1. 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.
2. That you have demonstrated 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 a sound evidence base that requires no input or correction from the Principal Planner - Policy or Policy and Design Team Manager.
3. To 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.
4. 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 policy and project specific matters.
5. To 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.
6. To take responsibility for ensuring that you and the team meet 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.



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### **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.

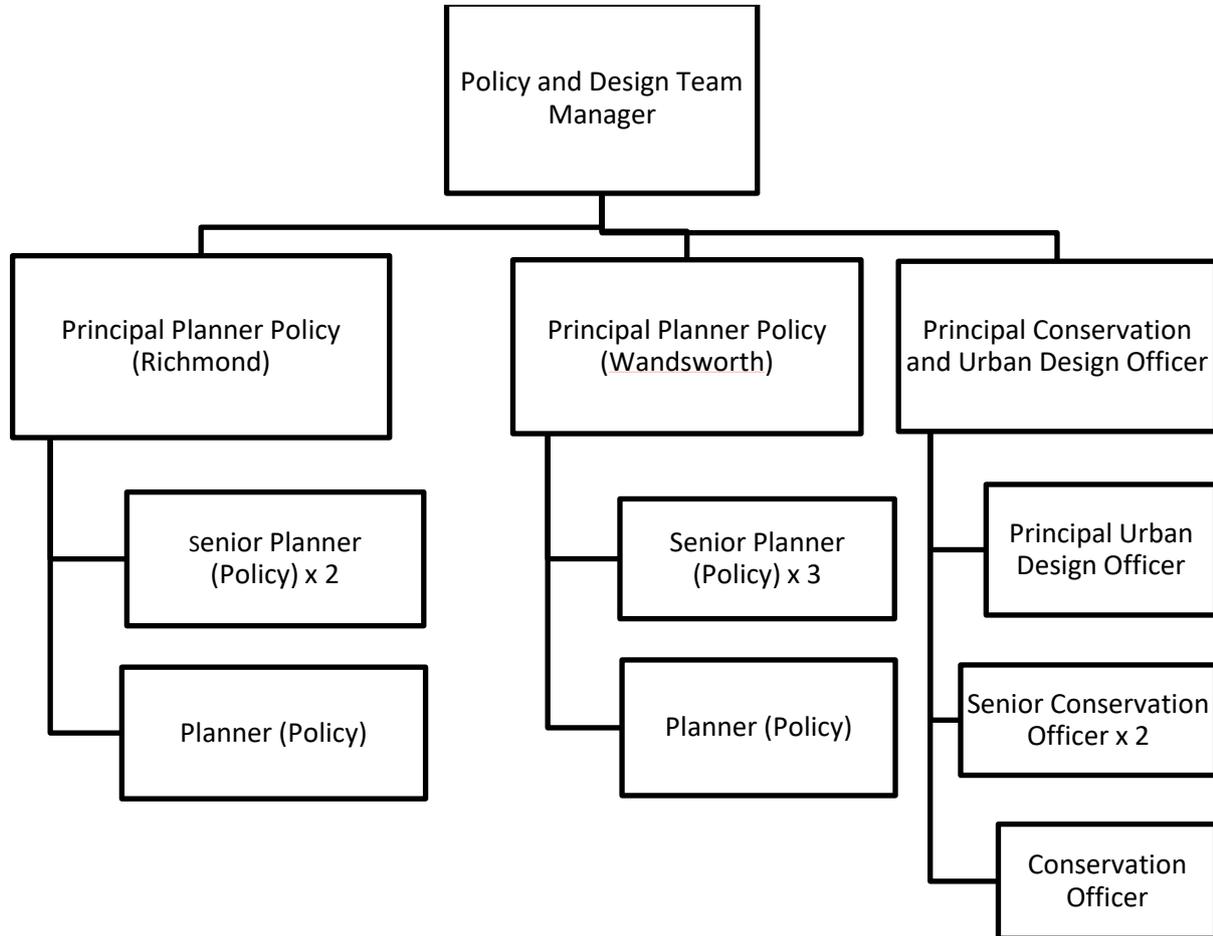
### **Additional Information**

N/A



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### Current team structure





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## Person Specification

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<b>Responsible to following manager:</b> Principal Planner - Policy	<b>Responsible for following staff:</b> N/A
<b>Post Number/s:</b>	<b>Last review date:</b> April 2016

### 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>	
Comprehensive knowledge and sound understanding of national, regional and local plan making and associated legislative requirements and policy guidance.	A/I/T
<b>Experience</b>	



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Experience in local government policy work including preparation of local plan documents or equivalents.	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.	A/I
Experience of managing, training and motivating staff on a day to day basis to secure and maintain improvements in service delivery.	A/I
<b>Skills</b>	
Clear understanding of IT systems generally including Microsoft Office, Internet Explorer and Objective (desirable).	A/I/T
Effective report writing skills including preparation of local plan documents, committee reports, development plan examination statements or equivalents.	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
Ability to analyse and interpret complex data and present key facts including policy implications in the preparation of reports, policy formulation and other material.	A/I/T
Ability to prepare briefs for and select, control and monitor consultants.	A/I
Ability to lead on designated projects with minimum supervision and to deputise for the Principal Planner – Policy in their absence.	A/I
To work effectively to meet challenging deadlines and manage competing and changing priorities.	A/I
To work as part of a team taking into account the needs of other Council Departments and with a willingness and ability to impart knowledge to other staff.	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 full membership.	A/C

**A – Application form**

**I – Interview**

**T – Test**

**C – Certificate**