



## Job Profile comprising Job Description and Person Specification

### Job Description

|  |   |
|--|---|
| <b>Job Title:</b><br>Senior Planner (Housing and Viability – Richmond) | <b>Grade:</b><br>PO4                                      |
| <b>Section:</b><br>Spatial and Transport Planning                      | <b>Directorate:</b><br>Environment and Community Services |
| <b>Responsible to following manager:</b><br>Principal Policy Officer   | <b>Responsible for following staff:</b><br>None           |
| <b>Post Number/s:</b>  | <b>Last review date:</b><br>N/A                           |

#### 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 Senior Planner (Housing and Viability – Richmond) will deliver a high quality, robust and transparent Planning Policy service ensuring decision making within tight time frames. You will also ensure that the Spatial and Transport Planning Service is recognised as delivering an excellent planning service for all of our customers.

The Senior Planner (Housing and Viability – Richmond) will independently manage key planning aspects related to affordable housing, including securing financial contributions, and will act as the key link between the Planning service, the Council's appointed external viability advisor and the Council's Housing department.

You will actively support the implementation and review of Local Plan policies on affordable housing. In addition, you will also provide the expert planning policy advice for enabling affordable housing on development sites in the borough, brokering between different departments and external viability consultant(s).

### **Specific Duties and Responsibilities**

1. Leading on and taking personal responsibility for the negotiations of delivery of affordable housing as part of planning applications, including on securing financial contributions and overseeing viability reviews, by providing the link between the Council's Planning service, external viability consultant(s) and Housing department. This will include reviewing and improving existing contracts/frameworks with external viability advisors and consultants.
2. Supporting the delivery of the Council's statutory planning functions by providing expert advice on planning applications in relation to affordable housing and viability matters. This includes providing advice and guidance in response to planning best practice, procedure or policy within a legal/organisational policy framework.
3. Leading on the review of Richmond Council's Local Plan policies on affordable housing and viability, including the necessary research and evidence base to support the continuation of the Council's affordable housing policies, particularly in relation to securing contributions from small development sites in Richmond borough, and enshrining viability in the evidence base.
4. Leading on and taking personal responsibility for the preparation of specialist evidence in respect of appeals including presenting evidence at Public Inquiries, Hearings and written representations, particularly with respect to affordable housing and viability matters.
5. Maintaining 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, with a particular focus on affordable housing and viability matters.
6. Building and developing strong working relationships inside the Planning service in order to deliver departmental and corporate objectives. This includes working collaboratively with internal colleagues, senior officers, other Council departments (including housing and property) and Councillors with the aim of proactively identifying development opportunities in the borough to increase the delivery of housing, including affordable housing.

7. Building strong partnerships and brokering conversations with external partners, including developers and landowners, with a view of understanding their appetite for bringing forward development on their land and raise affordable housing policy requirements at an early stage; this includes specifically public bodies / organisations who own developable land in the borough. This includes working with the Council's housing development officers and building on their discussions with the GLA and Registered Providers.
8. Advising on the implications and consequences in terms of any future changes to the planning system and Permitted Development Rights that could hinder the Council's aims in securing affordable housing, including preparing briefings and where necessary presenting to colleagues, senior managers and Councillors.
9. Coaching and facilitating 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. This includes providing training and building in-house capacity within the Planning service on affordable housing, delivery and viability issues, which will develop and increase levels of corporate awareness on complex housing delivery and viability issues, as well as responding to the aspirations of Councillors.
10. Implementing 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.
11. Where required, presenting your own recommendations to the Council's relevant Committees, and other internal and public meetings on complex and/or controversial planning / affordable housing / financial viability issues in a clear and concise manner, including providing expert professional advice to Members and the public.
12. Ensuring 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.

### **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.

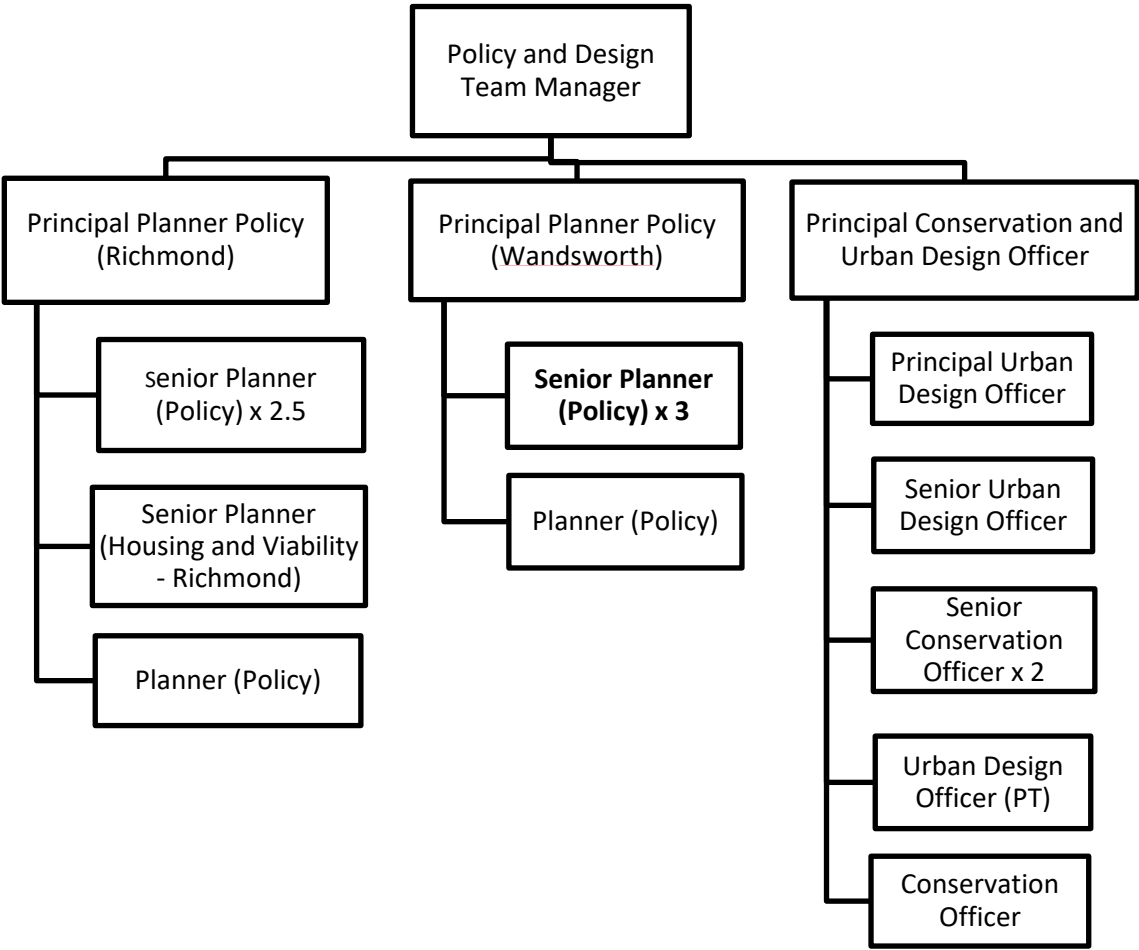


- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of 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**

Whilst the role is based within the Shared Staffing Arrangement, this is a Richmond only role.

Current Team structure



## Person Specification

|   |  |
|---|--|
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| <b>Post Number/s:</b>   | <b>Last Review Date:</b> N/A                           |

### 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 and helpful.** This 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 understanding of Planning legislation, policy guidance and circulars, practice and case law, with particular focus on affordable housing and viability matters in planning, and the ability to apply that knowledge to delivering a responsive and high quality service. |  | A/I/T   |
| <b>Experience</b>  |  |   |
| 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   |
| Proven experience in local government policy work, particularly in relation to affordable housing and viability in plan-making and decision-taking.  |  | A/I/T   |

| <b>Skills</b>   |       |
|---|-------|
| Ability to understand complex affordable housing and viability matters in planning, how this fits into the planning process and opportunities to challenge and secure improvements to support affordable housing delivery.  | A/I/T |
| Effective report writing skills, including preparation of local plan documents, committee reports, development plan examination statements, planning appeal statements or equivalents.                                      | A/I/T |
| 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. This includes managing competing and changing priorities.    | 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. | A/I/T |
| Ability to comprehensively review, analyse and interpret complex data and reports, including on financial viability, and present key facts and findings within reports, to senior colleagues, Members and the public.       | A/I/T |
| Ability to prepare briefs for and select, control and monitor consultants.  | A/I   |
| Ability to lead on and take full responsibility for designated projects with minimum supervision and to deputise for the Principal Planner – Policy in their absence.   | A/I   |
| Ability to build and develop strong working relationships, both inside and outside the service, and well developed inter-personal skills.   | A/I   |
| Ability to produce clear and concise reports.   | A/I/T |
| Ability to assist in identifying need for change and to introduce and manage changes designed to improve service delivery.  | A/I   |
| Effective supervisory skills and the ability to coach junior staff and other professionals so that they can become self-reliant in dealing with technical issues.   | A/I   |
| Clear understanding of IT systems, generally including Microsoft Office applications.   | A/I/T |
| <b>Qualifications</b>   |       |
| Fully qualified planner and member of the RTPI or equivalent professional body, or eligible for full membership.  | A/C   |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**