

**LONDON BOROUGH OF LAMBETH**

**JOB DESCRIPTION**

<b>Job title:</b>	Senior Planner Information and Research Officer
<b>Grade:</b>	PO3
<b>Reports to:</b>	Planning Strategy and Policy Manager
<b>Division</b>	Growth, Planning and Employment

**Main Description**

To contribute to the development of Local Plan policy through the collection, analysis and presentation of planning evidence that meets the statutory requirements for planning policy development. To apply professional planning knowledge and judgement in evaluating evidence and advising on reasonable alternative policy options.

To be responsible for maintaining databases and providing statutory and any other required planning information returns.

To work with partners to establish and maintain protocols and management information systems for the capture, sharing and analysis of planning data, and to establish periodic reporting of this information to internal and external stakeholders, as required.

To lead on the preparation of the statutory SHLAA and brownfield land register; to lead on providing information and mapping support to neighbourhood planning forums; to project manage evidence preparation, publication and updating for Local Plan examination; to supervise junior officers and provide cover for senior officers as specified.

**Key Unit Accountabilities**

1. To work with internal and external partners and stakeholders to establish, develop and co-ordinate planning information and data analysis and to develop evidence for planning policy development work.
2. To identify best practice and develop new research and information frameworks and systems for the collation and interpretation of data to enable the service to meet changing needs and the wide range of information demands including responding to consultation matters on such issues.
3. To lead the identification and development of performance indicators / measures (and related management information systems), including site surveys, public consultation and customer surveys, to evaluate planning policy, objectives and outcomes.
4. To perform a variety of data and research duties in line with the needs of the service and internal and external stakeholders. To undertake research on specific projects and assist in benchmarking and other performance reviews, including data collection and analysis, formulating options and recommendations. To communicate research findings to a variety of audiences using a variety of media, adapting and using appropriate language styles where necessary.
5. To be responsible for the information and research aspects of specific major projects, including the Authority Monitoring Report,

6. To maintain a current knowledge of relevant law, policies, working practices and procedures.
7. To produce and present high quality written reports, briefing notes, and professional advice, for internal and external stakeholders, on the findings of research and reviews, and respond to enquiries from members, the public, developers, other departments and outside bodies and organisations.
8. To analyse and present detailed statistical returns as required, utilising a range of sources and techniques, including mapping on GIS systems.
9. To be responsible for providing timely statutory information returns for the London Development Database and other statutory and planning service information returns.
10. To be responsible for maintaining and updating the planning service's consultation, development pipeline and other planning related databases.
11. To assist in the promotion of the Council's planning policy objectives on London wide planning matters through liaison with the GLA and Mayor, other boroughs and external bodies and agencies.
12. To lead on the production of the Local Plan Policies Map, and any amendments carried through the statutory plan preparation process.
13. To contribute to the statutory examination process for development plan documents, including the Local Plan
14. To provide planning policy advice as required to development management planners in relation to proposed development schemes.
15. To develop positive and cohesive relationships with key internal and external stakeholders in relation to local, regional and national policy changes with regard to planning and regeneration.
16. To develop business process management with regard to data management both internally and with external partners to ensure business needs and objectives are met.
17. To attend partnership and partners' meetings, sub-committees, working parties and public meetings, as required.
18. To work flexibly in undertaking the duties and responsibilities of this job, and participate as required in multi-disciplinary cross-department and cross-organisational groups and task teams.
19. To take responsibility, relevant to the post, for ensuring that Council statutes and government legislation is upheld. This includes, amongst others; Management Compliance Charter, Environmental Policy, Data Protection Act, Race Equality Action Plan, Quality Assurance Plan, Health & Safety, Sustainable Construction and Recycling.
20. To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.
21. To lead on the Strategic Housing Land Availability Assessment and brownfield land register and apply professional planning judgement to the assessment of housing capacity on a site by site basis, liaising with development management planners and regeneration officers as required.
22. To commission planning policy evidence-base research studies and manage consultants in accordance with procurement procedures and guidelines.
23. To present expert evidence at Local Plan examination hearings, responding promptly and with accuracy to any questions raised.

24. To provide advice, guidance and supervision to more junior officers
25. To project manage and oversee the preparation and publication of the full range of evidence and monitoring data necessary for the examination of the Local Plan and other development plan documents, including updates as required in response to public consultation and questions at examination.
26. To lead on preparation of evidence and data as justification for the preparation of Article 4 directions and site-specific policies or initiatives, providing supervision to more junior officers as required.
27. To lead on providing information and mapping support to external neighbourhood planning forums, taking account of statutory responsibilities and ensuring a positive and professional relationship is maintained.
28. To provide cover for the Planning Strategy and Policy Manager on information and research matters.

#### **Other**

- The post holder should be prepared to work outside of normal hours, including attending evening meetings, site visits, and occasional weekend working.
- The post holder may be required to lead staff and consultants commissioned in relation to specific projects, appropriate to the level of the grade.
- The job holder's decision making authority is determined by Council policy and procedures.

**PERSON SPECIFICATION**  
**Senior Planner, Information and Research (PO3)**

<p>It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A)</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with a "Tick" (✓) on the person specification when you complete the application form.</p>			<p><b>Shortlisting Criteria</b></p>
<b>Qualification</b>	Q1	An RTPI-recognised degree level qualification in Town Planning or equivalent.	A ✓
<b>Key Knowledge</b>	K1	Thorough knowledge of all relevant planning legislation, policies and procedures	A ✓
	K2	Eligible for Membership of the Royal Town Planning Institute	A ✓
	K3	Detailed knowledge of issues of data and analysis in relation to planning and regeneration.	
<b>Relevant Experience</b>	E1	Experience of information and research work in relation to town planning or a related field, including experience of working on land use / property-based information systems.	A ✓
	E2	Experience of providing planning advice to members, senior officers, developers and the public.	
	E3	Experience of researching, collating and analysing information and statistical data from a wide variety of technical and non-technical sources.	
	E4	Experience of preparing and presenting high quality reports, briefing notes and complex data.	A ✓
	E5	Experience of project management	A ✓
	E6	Experience of working on site-specific assessment of housing capacity and addressing statutory requirements in this regard	
	E7	Experience of supervising junior staff	

<b>Core Behaviours</b>		<p><b>Focuses on People</b></p> <p>Is about considering the people who our work affects, internally and externally. It's about treating people fairly and improving the lives of those we impact. It's about ensuring we have the right processes in place.</p>	
		<p><b>Takes Ownership</b></p> <p>Is about being proactive and owning our personal objectives. It's about seizing opportunities, driving excellence, engaging with the council's objectives, and furthering our professional development.</p>	A ✓
		<p><b>Works Collaboratively</b></p> <p>Is about helping each other, developing relationships, and understanding other people's roles. It's about working together with colleagues, partners, and customers to earn their respect, and get the best results.</p>	A ✓
		<p><b>Communicates Effectively</b></p> <p>Is about how we talk, write and engage with others. It's about using simple, clear, and open language to establish positive relationships with others. It's also about how you listen and make yourself open to conversation.</p>	A ✓
		<p><b>Focuses on Results</b></p> <p>Is about ambition and achievement. It's about orienting ourselves towards the end product and considering the effect of our service. It's about making the right impact, having the right result and changing things for the better.</p>	

## **Market Supplement Payment Criteria for Planning and Building Control Professional Officers**

### **1. Background**

Following sustained difficulties in recruiting and retaining planning and building control professional officers, a market supplement payment scheme was developed. The proposed scheme was approved in May 2016 with two recommendations:

- a. To introduce a market supplement of 7% for Development Management, Strategy Planning and Policy, and Building Control professional officers defined by a set of rules or criteria.
- b. Allow the market supplement rate of 20% for the role of Head of Building Control only.
- c. To allow the scheme to be withdrawn by giving three months' notice to staff and for variation of the rates of additional pay after a notification period of ten days.

The detailed scheme set out below has been developed in consultation with the Council's Human Resource and Legal teams.

### **2. Description of Scheme**

The scheme provides for a market supplement payment of 7% of basic salary to be paid with each month's salary.

The market supplement payment is not a contractual entitlement.

The scheme will commence on 1 May 2016 and staff in a qualifying post will receive the payment from that date. The first payment is due with that month's salary in the middle of that month, but will be backdated if necessary.

### **3. Awarding criteria**

The market supplement payment will be paid to staff in accordance with the following criteria:

- Market supplement payments are only applicable to posts that have been identified as eligible to receive the market supplement payment – see section 5.
- Both full-time and part-time staff with a contract of employment are eligible for the payment.
- Staff who take up an eligible post after the start of a month are eligible for a pro-rata payment from their start date, in post, with their first month's salary.
- If staff are promoted or seconded to another post eligible for the supplement then the payment will be awarded on a pro-rata basis.

- Where staff are promoted from a post identified as eligible for the supplement to one which is not, payment will be pro-rated for their time in the qualifying post.

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#### **4. Evaluation**

The Planning, Transport and Development team will keep the need and financial viability of the market supplement scheme under regular review and may:

- Withdraw or suspend the scheme by giving three months' notice to staff.
- Vary the rate of the market supplement payment after a notification period of ten days.

The market supplement payment scheme and detailed scheme criteria should be fully evaluated and reviewed every two years by the Human Resources team through the assessment of the market in relation to the eligible posts and the scheme's success over the preceding period.