

LONDON BOROUGH OF LAMBETH

JOB DESCRIPTION

Job Title: Principal Digital Planning Solutions Officer - Development Management/Policy
Department: Sustainable Growth & Opportunities
Division: Economy Culture and Skills
Business Unit: Operations and Innovation
Grade:
Responsible to: Digital Planning Lead

Main purpose of post

To be the main expert responsible for the Council's engagement and collaboration on the Digital Site Notices project. To be responsible for ensuring they provide the link and inputting role into other digital planning innovation programmes that the Council is involved with. This will include the Reducing Invalid Planning Applications and Back Office Planning System projects. It is anticipated the successful candidate would spend approximately 80 per cent of their time on the Digital Site Notices project and the remaining time on other digital planning innovation programmes.

These are high profile pilot projects that form part of the Government's overarching ambitions for a digitally transformed planning system as set out within the Planning for the Future white paper. The post holder will directly manage professional consultants and experts procured on the project as well as mentor other team members working on the projects. They will represent the council at events relating to the Digital Site Notices & Inclusive digital place-based engagement project, preparing and presenting presentations to internal and external stakeholders as required. They will work with the Digital Planning Lead in partnering on these key projects (and any associated projects) which seek to develop innovative solutions to inform the Government's future vision for digital planning.

The post holder will be part of a team integral to digital systems development and provide specialist input into the projects using their expertise in planning legislation, development management and planning policy, systems, working practices and processes. They will need to have management experience, extensive experience of working as a town planning professional in local government, and a thorough knowledge and expertise of all relevant planning legislation, policies and procedures of the English planning system. Experience working in both planning policy related areas, and development management is desirable.

They will also be required to lead and manage complex agreements and procurements relating to the development of Digital Site Notices and other digital planning innovation projects, including commissioning and clienting professional services and managing the risk both to the Council and the projects.

Key Unit Accountabilities

1. To be an active lead and work autonomously in the Digital Site Notices & Inclusive digital place-based engagement project, including managing other team members working on the project, attending all workshops and other digital related meetings to provide advice, expertise, and content for digital and systems transformation for site notices and community engagement.

2. To be an active participant and expert, as required, on the other digital planning and customer experience innovation projects, recommending ways to integrate the projects, to progress the Council's digital agenda and to improve the digital experience of the Council's customers. This includes observing and engaging in the user testing related to the digital project output, championing the council's ambitions for transparent and customer friendly advancements, and considering where there may be scope for savings benefits.
3. To deputise for the Digital Planning Lead and Head of Operations & Innovation as required on matters relating to the ongoing digital planning programme.
4. To work collaboratively with partners to find workable solutions that support development of the digital planning tools. This will include internal and external partners, including those from DLUHC.
5. To lead stakeholder workshops and be responsible for the outputs, analysis and presentation of outputs. To attend the internal Senior Digital Planning Steering Board and present project updates on a monthly basis.
6. To write complex reports in a way that breaks down into simple terms for the reader the development of the tools being built.
7. To be responsible for project planning, developing road-mapping for briefings of senior officers and Members.
8. To develop testing and monitoring systems and run activities with existing partners and DLUHC to deliver wider engagement and adoption of digital tools being developed. To be responsible for monitoring progress of the digital pilots in other Local Planning Authorities.
9. To lead in developing a future set of metrics and development impacts relating to the Digital Site Notice and Inclusive digital place-based engagement project. This will include the production of a set of non-technical standards for notice data. To build on the current phase of the project and define metrics that can be used for a future planning notice, focusing on categories as agreed at the Steering Board meeting.

To develop, review and set out the key risks associated with pilot and minimum viable product stages of the project and report to the Senior Digital Planning Steering Board as required.
10. To work collaboratively with the Council's Development Management & Enforcement, Policy and Place-shaping and Regeneration services in bringing forward recommendations for digital reform and in implementing changes, particularly in relation to digital community engagement. To adhere to the Agile methodologies used in Digital focused projects.
11. To work closely with and join up involvement with the Council's Development Management and Planning Policy teams to gather data and intelligence around statistical data currently collected and investigate and use innovative thinking to progress automated ways to improve the quality and accuracy of data and analytics.
12. To input into the developed Playbook and contribute to testing and refining its content. To work with the project team to consider the potential to scale and in particular, impacts, risks and benefits for Lambeth as a partner.
13. To lead on testing assumptions around the impact of the digital and physical site notice improvements and to be responsible in ensuring that Lambeth residents' and businesses are invited and engage in user testing.
14. To use their expertise and understanding of the development of planning policy to ensure that the project's outputs promote and implement the Council's Digital Strategy and planning policies,

including the development plan, Article 4 directions and the Council's supplementary planning documents.

15. To maintain a current knowledge and Continuing Professional Development (CPD) of relevant planning law, policies, working practices and procedures.
16. To attend and chair high level meetings with Senior Stakeholders, Cabinet members, Councillors and officers from the Department for Levelling Up Housing and Communities to deliver briefing updates, future funding bids, and project updates as required.
17. To represent the council at a local, regional and national level regarding digital spatial development and to promote Lambeth as a modern collaborative and engaged Digital Leader.
18. To work with multidisciplinary teams of stakeholders from a variety of business areas and support the development and formulation of metrics relevant to the project to measure key success criteria including savings and customer satisfaction.
19. To be responsible for the consideration and analysis of metrics and data such as type and frequency of engagement with the planning application system and capturing neutral involvement (for example data collected from use of the Digital Site Notices project) in the process.
20. To scope, commission and project manage consultants to deliver relevant research that may be required as part of the project's development including the management of allocated project and capital budgets.
21. To use creative thinking to find simple solutions to complex scenarios. To consider and develop methodologies that improve the use of feedback in a structured way. To consider and develop methodologies in how to take resident feedback and aggregate that for effective analysis that can usefully inform other areas of the planning and wider regeneration system.
22. To support complex systems and organisational redesign projects. To manage and contribute to multi-disciplinary and multiple project teams to deliver organisational and cultural change across the council.
23. To be responsible for the production of professional advice, briefing information, advice, and reports as required about all aspects of the various digital projects for use by appropriate individuals and bodies at all levels of the council's governance arrangements (including Cabinet, Councillors, Planning Applications Committee) and to external organisations including developers / applicants, site visits and public meetings as required.
24. To mentor officers involved in the digital planning programme as required. To be responsible for directly managing key consultants engaged to undertake specific and niche areas of research and input.
25. To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.
26. At all times to carry out the responsibilities of the post with due regard to the Council's policies regarding Equal Opportunities, Diversity, Health and Safety and Data Protection Acts.
27. To attend meetings outside normal office hours when required.
28. To work flexibly in undertaking the duties and responsibilities of this job and participate as required in multi-disciplinary and cross-organisational groups and task teams. To carry out any other similar or related duties commensurate with the post

Dimensions

Staff Management responsibilities

- The post holder is responsible for the direction, support and development of a team (including professional services consultants where appointed). Staff may be appointed on a permanent or temporary basis. Management duties are outlined above
- The post holder will be required to manage staff and lead consultants commissioned in relation to specific projects, appropriate to the level of the grade.

Other

- The post holder should be prepared to work outside of normal hours, including attending evening meetings, site visits, and occasional weekend working.
- The job holder's decision-making authority is determined by Council policy and procedures.

PERSON SPECIFICATION

Principal Digital Planning Solutions Officer - Development Management/Policy

Note:

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)

You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.

If you are applying under Disability Confident Scheme, you will need to give evidence or examples of your proven experience in the areas marked with a (✓) on the person specification when you complete the application form.

	Key Knowledge	Shortlisting Criteria
K1	Eligible for Membership of the Royal Town Planning Institute.	
K2	Thorough knowledge of all relevant planning legislation, policies and procedures.	A ✓
K3	Knowledge and awareness of current issues and developments affecting planning, growth, urban regeneration and local government in London.	

	Qualifications	
Q1	An RTPI-recognised degree level qualification in Town Planning or equivalent.	A ✓

	Relevant Experience	Shortlisting Criteria
E1	Experience of providing advice and briefing notes to Councillors, senior officers, developers, and the public about planning applications, planning policy and/or digital planning innovation programmes.	A ✓
E2	Experience of working on transformational projects and understanding / enthusiasm for digital solutions.	
E3	Experience of work at a high level of advocacy and sensitivity in dealing with contentious information, combined with a particular awareness of political sensitivities.	

E4	Experience of managing and providing supervision and/or guidance to more junior staff.	
E5	Experience with project and programme management methodologies including Agile methodologies	
E6	Experience of and/or a strong understanding of policy underlining the planning system. Policy work within local government is desirable.	A ✓

Core Behaviours	Focuses on People 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.	
	Takes Ownership 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.	
	Works Collaboratively 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.	A ✓
	Communicates Effectively 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.	
	Focuses on Results 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	

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.

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.