

# Job Description and Person Specification

## Principal Planning Officer

A Lambeth to be proud of



**Job Title: Principal Planning Officer**

**Department: Climate and Inclusive Growth**

**Grade: PO5**

**Reports to: Area Team Manager and/or Head of Strategic Applications**

**Responsible for: Senior Planners, Planners, Graduates and Technical Support Officers as necessary**

## **Job Purpose**

To be the lead planning officer for a defined area of the Borough to ensure a co-ordinated approach to planning, development and regeneration within that area and directly manage a small team of professional planners, graduates and technical support officers.

To assist the Area Team Manager by providing a high quality, customer-focused planning service through managing staff to deal effectively and efficiently with pre-application enquiries, planning applications and planning appeals.

To manage staff on the Planning Performance Agreement programme and/or council led projects.

To support the Area Team Manager in providing guidance to key strategic decision-makers and making a full contribution to the achievement of all relevant performance targets and corporate outcomes.

## **Responsibilities**

1. To work independently of the Area Team Manager/ Head of Strategic Applications dealing with and leading on major and complex planning applications, planning performance agreements, developments proposals or projects, including undertaking negotiations (with applicants/prospective developers and representatives of other parts of the Council), carrying out research and preparing and presenting all types of reports to senior stakeholders (including councillors and council meetings)
2. To manage team members undertaking the receipt and validation of applications and to ensure that the team members perform the function in line with correct consultations and that cases are handled within target times.
3. To be responsible for negotiating complex S106 legal agreements and other funding agreements contributing to the multi-million-pound income for the authority.
4. To input into planning and site briefs for major development sites as required and act as a thematic lead for areas of strategic interest for the council.
5. To take responsibility for providing area-focused development management advice and information for a specific area of the Borough, establishing close working relationships with Regeneration colleagues to deliver corporate objectives through the planning process.

6. To contribute to the development of a strategic planning function including the review of the London Plan, local planning policy documents and the formulation of new strategic policies and site proposals to promote the Council's regeneration framework and provide an integrated approach to planning, regeneration and development issues.
7. To produce professional advice, briefing information, and reports on very complex and/or contentious planning applications, development proposals and policy issues to 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.
8. To provide authorisation / final clearance of the full range of development management processes including consultation arrangements, delegated and committee reports.
9. To ensure robust and inclusive community engagement, give advice and assistance to the public and other customers as and when necessary, and represent the Planning Service at public meetings and site visits to discuss development proposals.
10. To represent the Council by preparing and presenting expert and professional evidence at public inquiries, informal hearings and in court for the full range of applications.
11. To maintain a thorough up-to-date knowledge of relevant law, policies, working practices and procedures.
12. To scope, commission and project manage consultants to deliver projects / work programmes, including the management of allocated budgets.
13. To deputise for the Area Team Manager/Head of Strategic Applications and Assistant Director Development Management and Enforcement providing them with necessary support and advice across cases / projects, and deal with senior officers, senior members and external contacts on the full range of matters relating to management issues and all types of major and complex applications.
14. To plan, programme and prioritise work / projects and actively contribute to the day-to-day management of the team, including providing advice, guidance, training and supervision to team members and developing and co-ordinating specific programmes and activities within the team, as agreed.
15. To ensure direct reports are managed effectively including appraisals, identifying training needs, and that all issues affecting team performance and individual welfare and wellbeing are identified and acted on.
16. 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.
17. To take responsibility, relevant to the post, for ensuring that Council statutes and government legislation is upheld.
18. To take responsibility appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

### **Expectations of managing people**

- 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.

## Additional information

- The post holder should be prepared to work outside of normal hours, including attending evening meetings, site visits, and occasional weekend working. There are opportunities for time in lieu in cases with extenuating outside of normal hours working.
- The job holder's decision-making authority is determined by Council policy and procedures.

## PERSON SPECIFICATION

It is essential that in you can meet the following requirements for the role and be able to give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A).			Shortlisting Criteria
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 the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with “Ticks” (✓) on the person specification when you complete the application form.			
For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.			
Key Knowledge	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.	✓A
Relevant Experience	E1	Extensive experience of development management work with responsibility for dealing with a planning application caseload that includes major and/or complex applications.	✓A
	E2	Experience of providing advice to Councillors, senior officers, developers and the public on all aspects of planning applications and related matters.	✓A
	E3	Experience of negotiating planning obligations in respect of major and/or complex development proposals.	✓A
	E4	Experience of dealing with all types of planning appeals.	✓A
	E5	Experience of working at a high level of advocacy and sensitivity in dealing with contentious information.	

		combined with a particular awareness of political sensitivities.	
	E6	Experience of providing supervision and/or guidance to more junior staff to ensure that applications are reported in line with target dates and in accordance with agreed procedures.	✓A
	E7	Experience of project and programme development and managing of client relationships	
<b>Qualification</b>	Q1	An RTPI-recognised degree level qualification in Town Planning or equivalent	✓A

<b>Core Values and Behaviours</b>		<b>Equity</b> <ul style="list-style-type: none"> <li>• Listen to the views of others and ask for their opinions making sure that everyone in my team inputs into the things that matter.</li> <li>• Ensure fairness and justice is at the heart of my decision making and support to my team and others.</li> <li>• Take time to build trust, building the respect of our stakeholders and ensuring as a team we take accountability for doing what we agree to do.</li> <li>• Develop others and ensure we work as <b>one team for Lambeth</b>, encouraging everyone to play their part</li> <li>• Take positive action to ensure <b>everyone</b> in my team has opportunities to <b>learn and grow</b> at work</li> <li>• Encourage everyone to <b>be themselves</b> at work and value who they are</li> <li>• I am inclusive and actively <b>celebrate diversity</b>, recognising everyone in my team as individuals.</li> </ul>	
		<b>Kindness</b> <ul style="list-style-type: none"> <li>• Treat each member of my team with <b>respect and dignity</b> just as I would want for myself.</li> <li>• <b>Encourage</b> each member of my team to do their very best work and am available to them to provide support and guidance.</li> <li>• Personalise my support to each team members and look out for them, lending a hand wherever I can</li> <li>• Encourage everyone to try and learn from mistakes and use integrity to take action with my team to put things right together</li> <li>• Work with empathy seeking to understand each and every member of team, their unique perspective and circumstances and ensure everyone is heard</li> <li>• Take the time to communicate, being honest, open and genuine and taking the time to get to know team members as individuals.</li> </ul>	

		<ul style="list-style-type: none"> <li>• Show compassion and patience recognising that everyone in the team has unique experience and celebrating the great work they do for Lambeth.</li> <li>• Look after the health and wellbeing of my team members and encourage open and regular discussions about the issues that impact on them, working together to find solutions.</li> </ul>	
		<b>Accountability</b> <ul style="list-style-type: none"> <li>• I encourage and support my team to do the right thing even when it's tough and we communicate our decisions in a timely way</li> <li>• I ensure my team and employees take individual and collective accountability for performance and delivery, making sure that they have clear plans and performance objectives.</li> <li>• I ensure my team plan ahead, getting the basics right and take swift action when problems arise</li> <li>• I encourage my team to be risk aware and ensuring that our decisions and actions are informed and understood and communicated to others.</li> <li>• I provide regular, timely and constructive feedback to my team members on their performance and behaviours and act quickly when performance is not on track.</li> <li>• I share my learning, knowledge and skills with others thorough coaching and mentoring and encourage others to do the same.</li> <li>• I ensure that my team and I put residents, communities, customers and their needs at the centre of everything we do.</li> <li>• I encourage my team to learn and grow and ask questions to find the information they need to do their jobs</li> </ul>	
		<b>Ambition</b> <ul style="list-style-type: none"> <li>• Am proud of our borough and my team and encourage everyone in the team to aim for the highest possible standards of excellence in everything we do.</li> <li>• Encourage my team to be flexible and try new things when it's appropriate to do so and tell me what could be improved.</li> <li>• Promote a one team for Lambeth approach reaching out to our stakeholders to face our challenges together</li> </ul>	

		<ul style="list-style-type: none"> <li>• Encourage and support my team to be courageous for our residents and communities and stop at nothing to ensure they have the best possible outcomes</li> <li>• I make time for the team to Innovate and look for creative ways to do things better, being curious about possibilities.</li> <li>• Positively challenge and encourage the team to collaborate and look for solutions together across service and team boundaries.</li> <li>• Make time for my team to grow and develop taking advantage of opportunities to learn from each other and others. We plan our learning and career growth.</li> </ul>	
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