

Job Description and Person Specification

Principal Planning Policy Officer

A Lambeth to be proud of



Job Title: Principal Planning Policy Officer

Department: Growth and Environment

Division: Planning Policy and Place Shaping

Business Unit: Planning

Grade: P05

Reports to: Planning Policy Manager

Responsible for: 1x Planning Monitoring Officer

Job Purpose

To support the strategic planning and regeneration process by: taking a lead on the formulation of the council's planning policies that reflects the council's priorities for sustainable and inclusive growth; and managing and overseeing work relating to monitoring, data, mapping and research. To apply professional planning knowledge and judgement in evaluating data and evidence and advising on its application in policy development and decision-making.

To work with internal and external 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 oversee and manage the Planning Monitoring Officer to maintain high quality data relating to land supply, housing delivery, affordable housing and other aspects of planning policy in accordance with the requirements of national planning policy and guidance and the Mayor of London.

To supervise professional planners and mentor planning apprentices within the Planning Policy team and provide support to the Planning Policy Manager as required.

Responsibilities

1. In conjunction with the Planning Policy Manager, to lead on the progression of all planning policy work, including the development, monitoring and review of statutory planning policy, including a review of the Lambeth Local Plan and supporting sustainability appraisal / strategic environment assessment, supplementary planning documents and guidance, neighbourhood plans, infrastructure plans, Article 4 directions, equality impact assessments and other planning policy initiatives. Ensuring revised documents meet legislative requirements, respond to government and regional planning reforms and deliver wider council objectives.
2. To work independently of the Planning Policy Manager on complex projects or cases, carrying out research and preparing and presenting all types of reports on own initiative to senior stakeholders (including councillors and council meetings), liaising with the Planning Policy Manager and Assistant Director of Policy and Placeshaping as appropriate.
3. To identify best practice and develop new research and information frameworks and

systems for the collation and interpretation of data (including the use of Geographical Information Systems (GIS)) to enable the service to meet changing needs and the wide range of information demands.

4. To support the development and management of an effective monitoring and evaluation framework, meeting internal and external standards, to monitor and review the effectiveness of council planning policies and to provide divisional returns for relevant corporate Key Performance Indicators.
5. To be responsible for production of the statutory Authority Monitoring Report on an annual basis, involving and supporting the Planning Monitoring Officer to prepare sections.
6. Support the Planning Monitoring Officer in providing timely and accurate information returns to the London Planning Datahub and meeting the requirements of the Service Level Agreement between the council and the GLA relating to planning data, and for providing council input to London-wide information projects led by GLA Planning.
7. Support the Planning Monitoring Officer on production and updating of the statutory Brownfield Land Register and Self- build and Custom Housebuilding register, the housing trajectory, Housing Delivery Test and data returns to government and reports as required.
8. To take a lead role in the preparation of development briefs and site-specific policies for key development sites in the Borough, as required.
9. To develop positive and cohesive relationships with key stakeholders, in relation to the future development and delivery of planning policy and advice in Lambeth ensuring it plays an instrumental role in delivering the ambitions and priorities of the Borough Plan. This includes internal and external clients and partners.
10. To assist in the promotion of the Council's planning policy objectives on London wide planning matters through liaison with neighbouring boroughs, the GLA and other external stakeholders.
11. To produce briefing information, policy advice and reports on very complex and/or contentious policy issues to appropriate individuals and bodies at all levels of the council's governance arrangements and to members, external organisations, developers / applicants, and public meetings as required.
12. 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.
13. To represent the Council by preparing and presenting expert and professional evidence at public inquiries, examinations, hearings and in court
14. To contribute to the development of a strategic planning function, which promotes the Council's regeneration framework and provides an integrated approach to policy, regeneration and development issues.
15. To provide policy and strategic planning advice to the Development Management service.
16. To maintain a thorough, up-to-date knowledge of relevant planning policies, planning law, working practices and procedures and consider their implications for Lambeth.
17. To scope, commission and project manage consultants to deliver relevant research, and policy development, including the management of allocated budgets.
18. To deputise for the Planning Policy Manager, provide them with necessary support

and advice across the project/s, and deal with chief officers, senior members and external contacts on the full range of matters relating to management issues and all types of policy issues.

19. To represent the council at a local, regional and national level regarding spatial development and wider regeneration, playing an active role in partnership development and joint working, to promote Lambeth as an ambitious, improving authority.
20. To plan, programme and prioritise work / projects and actively contribute to the day-to-day management of the team, including providing advice, guidance, co-ordinating specific programmes and activities within the team, as agreed with the Planning Policy Manager.
21. To ensure direct reports are managed effectively including appraisals, identifying training needs, and that all issues affecting team performance and individual welfare are identified and acted on.
22. To input and support as required a policy context in respect of the Planning Performance Agreement programme providing bespoke advice and guidance to high profile applicants and developments.
23. 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.
24. To take responsibility, relevant to the post, for ensuring that Council statutes and government legislation is upheld.
25. To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

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

<p>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).</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 "Ticks" (✓) on the person specification when you complete the application form.</p>			Shortlisting Criteria
<p><i>For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.</i></p>			
Key Knowledge	K1	Eligible for Membership of the Royal Town Planning Institute	
	K2	Thorough knowledge of all relevant planning legislation, policies and procedures.	A ✓
Relevant Experience	E1	Extensive experience of Town Planning work, including experience relevant to planning policy.	A ✓
	E2	Experience of providing advice to Councillors, senior officers, developers and the public on all aspects of planning policy	A ✓
	E3	Experience of giving evidence at public inquiries, examinations and/or hearings.	A ✓
	E4	Experience of work at a high level of advocacy and sensitivity in dealing with contentious information, combined with a particular awareness of political sensitivities.	A ✓
	E5	Experience of providing supervision and/or guidance to more junior staff.	A ✓
Qualification	Q1	An RTPI-recognised degree level qualification in Town Planning or equivalent	A ✓

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

		<p>delivery, making sure that they have clear plans and performance objectives.</p> <ul style="list-style-type: none"> • I ensure my team plan ahead, getting the basics right and take swift action when problems arise • I encourage my team to be risk aware and ensuring that our decisions and actions are informed and understood and communicated to others. • 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. • I share my learning, knowledge and skills with others thorough coaching and mentoring and encourage others to do the same. • I ensure that my team and I put residents, communities, customers and their needs at the centre of everything we do. • I encourage my team to learn and grow and ask questions to find the information they need to do their jobs 	
		<p>Ambition</p> <ul style="list-style-type: none"> • 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. • Encourage my team to be flexible and try new things when it's appropriate to do so and tell me what could be improved. • Promote a one team for Lambeth approach reaching out to our stakeholders to face our challenges together • 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 • I make time for the team to Innovate and look for creative ways to do things better, being curious about possibilities. • Positively challenge and encourage the team to collaborate and look for solutions together across service and team boundaries. • 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. 	