

Job Description and Person Specification

PLANNER

A Lambeth to be proud of



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| Job Title: | Planner |
| Department: | Climate, Planning and Transport |
| Division: | Growth and Environment |
| Grade: | SO2 – PO1 (Link graded – progression based upon annual assessment) |
| Reports to: | Principal Planning Officer |
| Responsible for: | n/a |

Job Purpose

To assist in providing a high quality, customer-focused planning service by dealing efficiently and effectively with pre-applications, planning applications and appeals. To make a positive contribution toward the achievement of high performance and cost effective service.

Responsibilities

1. To deal with a range of planning applications including shopfront, householder, crossover, advert and lawful development applications, beginning with adverts, simple householder extensions and Lawful Development Certificates for proposed development, plus minor changes of use and conversions, listed building consent accompanying planning applications, and cases within conservation areas.
2. To deal with a range of development control issues, undertaking negotiations with applicants/prospective developers and representatives of other parts of the Council, as required.
3. To write reports for committees and other reports and papers, as required.
4. To draft statements of evidence for written representation planning appeals.
5. To undertake appropriate public participation exercises on planning applications and development projects and to analyse the results thereof.
6. To provide advice to applicants and the public on planning applications and development proposals under the supervision of a more senior officer.
7. To provide advice, as required, on all aspects of the planning process on the telephone, in writing, by email and face to face with visiting customers.
8. To attend public meetings and site visits and represent the Council appropriately.
9. To maintain a current knowledge of relevant law, policies, working practices and procedures.
10. To plan, programme and prioritise own work in order to meet deadlines, targets and timetables.
11. 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.
12. 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.

13. To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.
14. To deal with larger, more complex changes of use and conversions, and modest new build schemes, including negotiation of associated S106 agreements.
15. To prepare statements of evidence for appeals up to and including informal hearings, and present evidence to informal hearings on behalf of the Council.

Additional duties for PO1 grade

16. To prepare and present statements and evidence for appeals including public inquiries and informal hearings for 'minor' applications and in court.

Additional information

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

PERSON SPECIFICATION

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|---|-----|--|----------------------------------|
| <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 |
| <i>For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.</i> | | | |
| Key Knowledge | K1 | An RTPI-recognised degree level qualification in Town Planning or equivalent | ✓A |
| | K2 | Sound basic knowledge of all relevant planning legislation, policies and procedures. | ✓A |
| Relevant Experience | E1 | Experience of relevant development control work or related planning work is required. | ✓A |
| | E2 | Experience of providing planning advice to developers and/or the public. | |
| | E3 | Experience of processing applications including shopfronts, simple householder, crossover, advert and all types CLUPD, plus minor changes of use, LBC accompanying planning applications, cases in conservation areas and CLUED. | ✓A |
| | E4 | Experience of dealing with written representation appeals | |
| Experience for PO1 Grade | | | |
| | E5 | Experience of processing applications as above, plus larger changes of use and conversion, more complex changes of use and modest new build schemes | |
| | E6 | Experience of dealing with minor S106 for conversions. | |
| | E7 | Experience of processing the full range of minor and other applications | |
| | E8 | Experience of dealing with S106 including financial contributions. | |
| | E9 | Experience of dealing with minor public inquiries and informal hearings | |
| | E10 | Experience of briefing Members on own cases | |
| Qualification | | An RTPI-recognised degree level qualification in Town Planning or equivalent | ✓A |

CORE VALUES AND BEHAVIOURS



- 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.

- 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.



- 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 delivery, making sure that they have clear plans and performance objectives.
- 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 through 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.

Accountability behaviours



One Lambeth
CONNECTED BY PURPOSE

Ambition behaviours



One Lambeth
CONNECTED BY PURPOSE

- 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.