# Job Description and Person Specification

## Planning Monitoring Officer

A Lambeth to be proud of

**Job Title:  Planning Monitoring Officer**

**Department: Climate and Inclusive Growth**

**Grade: Career graded SO2- PO1**

**Reports to: Principal Planner (Information and Research)**


**This is a career-graded post. The range of duties will remain essentially the same throughout the grades.**

**The key difference is that staff are considered on an annual basis for progression to the next grade. They will be required to demonstrate, through the appraisal process and/or testing, the additional skills gained through training and experience, be expected to take on work of a greater complexity and to work with a decreasing level of supervision.**

**The key tasks set out the level of policy work that the postholder can expect to be dealing with at each grade. An officer at SO2 level will be expected to carry out key tasks 1-16, at PO1 level key tasks 1-22.**


## Job Purpose

To play a key role in monitoring specific areas within planning policy and development infrastructure planning teams.
To ensure effective data collection in planning application monitoring systems to support statistical returns (to government and GLA) and wider Local Plan policy monitoring.
To support the strategic planning and regeneration of the borough by: assisting with the formulation, monitoring and review of the Council's planning policies and associated research.
To carry out any necessary consultation work; providing advice and support on development management and regeneration matters; assisting with the support provided on neighbourhood planning; inputting into development projects; and assisting with responses to government and Mayoral consultations on planning matters.


## Responsibilities

### Key Accountabilities for SO2 level

1. Ensure effective data collection in Council planning application systems and liaise with the Greater London Authority on Datahub. Undertake site visits to gather evidence on the use of land and property to support the brownfield land register, housing land supply trajectory, pipeline reports for housing and other land uses, town centre vacancy reports, Self-Build Register, site allocations, monitoring and statistical returns to Government.

2. Collect data and draft sections of the annual Authority Monitoring Report (AMR)

3. Contribute towards the improvement of processes and procedures to ensure effective data collection and outputs – planning application data and CIL/s106 records.

4. Undertake site visits in relation to housing starts and completions and enforcement checks (for CIL/s106 cases, liaising with the CIL/s106 team to avoid duplication)

5. To contribute to all policy review work, including the development and review of statutory planning policy, with a particular focus on reviewing policy, policy monitoring and collating and assessing planning information and data.

6. Support the planning policy team with policy research and evidence gathering.

7. To contribute to the co-ordination and organisation of effective community engagement in respect of the development and review of the Council's planning policies.

8. Work collaboratively with colleagues from the wider Planning Service, Building Control, Development Infrastructure, Finance on housing and planning policy data and CIL/s106 records.

9. To assist in the formulation and development of systems to monitor and review the effectiveness of the Council's planning policies and assist in the production of information and monitoring reports and associated briefings.

10. To contribute to the preparation of policy guidance for development sites in the borough and provide guidance and advice on the development of sites.

11. To maintain a current knowledge of relevant Government planning legislation, policy and guidance as well as good working practices and procedures.

12. To plan, programme and prioritise own work in order to meet deadlines, targets and timetables.

13. To make the most effective use of new and digital technology when carrying out duties associated with the post.

14. To carry out any other similar or related duties that may be required from time to time.

15. At all times to carry out the post's responsibilities with due regard to the Council's policies regarding General Data Protection Regulations, Equalities Act (including meeting the requirements of the public sector equality duty), Quality Assurance Plan, Health & Safety, Sustainable Construction and Recycling and undergo any training as may be required in relation to these policies.

16. To attend meetings outside of normal office hours when required, as identified by the Planning Policy Manager.


**Additional Key Accountabilities for PO1 level**


17. To help ensure that there is effective liaison and co-ordination with other parts of the department, on matters such as neighbourhood planning, transport and sustainability, and with other departments across the council as required on planning and other related matters.

18. To effectively contribute to the development of a strategic planning function, which promotes the Council's wider objectives for sustainable growth and opportunity, and provides an integrated approach to policy, regeneration and development    issues.

19. Responsible for producing and presenting reports and data to members or corporate groups on all aspects of monitoring such as the Authority Monitoring Report.

20. To attend meetings outside of normal office hours when required to present proposals/consultation initiatives to residents/businesses/other local interest groups, as identified by the Planning Policy Manager.

21. To assist in responding to consultations on national legislation and policy and regional policy and guidance.

22. To assist in providing advice to Development Management on policy and implementation issues related to the determination of planning applications.

## 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). <br><br> You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted. <br><br> 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. | | | **Shortlisting Criteria** |
|---|---|---|---|
| *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 | Awareness of relevant  planning legislation, policies and guidance | ✓A |
| **Relevant Experience** | E1 | Experience of work relevant to the role | ✓A |
| | E3 | Evidence of an interest in and ability to use IT to manipulate data.  Experience in GIS is desirable but not essential | ✓A |
| **Qualification** | Q1 | A degree level qualification in Town Planning, data analysis or a related subject | ✓A |
| **Additional for PO1 grade** | | Experience of preparing and presenting high quality reports, briefing notes and complex data on matters relating to planning to senior officers and members | ✓A |

| Core Values and Behaviours | | **Equity** | |
|---|---|---|---|
| | | - Listen to the views of others and ask for their opinions making sure that everyone in my team inputs into the things that matter. <br> - Ensure fairness and justice is at the heart of my decision making and support to my team and others. <br> - 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. <br> - Develop others and ensure we work as **one team for Lambeth**, encouraging everyone to play their part <br> - Take positive action to ensure **everyone** in my team has opportunities to **learn and grow** at work <br> - Encourage everyone to **be themselves** at work and value who they are <br> - I am inclusive and actively **celebrate diversity,** recognising everyone in my team as individuals. | |
| | | **Kindness** <br> - Treat each member of my team with **respect and dignity** just as I would want for myself. <br> - **Encourage** each member of my team to do their very best work and am available to them to provide support and guidance. <br> - Personalise my support to each team members and look out for them, lending a hand wherever I can <br> - Encourage everyone to try and learn from mistakes and use integrity to take action with my team to put things right together <br> - Work with empathy seeking to understand each and every member of team, their unique | |
| | | perspective and circumstances and ensure everyone is heard <br> - Take the time to communicate, being honest, open and genuine and taking the time to get to know team members as individuals. <br> - Show compassion and patience recognising that everyone in the team has unique experience and celebrating the great work they do for Lambeth. <br> - 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. | |

| | | **Accountability** | |
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| | | <ul><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> | |
| | | **Ambition** | |
| | | <ul><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></ul> | |

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| | | <ul><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><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> | |