

Job Description and Person Specification

Senior Planner

A Lambeth to be proud of



Job Title: Senior Planning Officer

Department: Growth and Environment

Division: Climate, Planning and Transport

Business Unit: Development Management

Grade: PO2 Career Graded to PO3

Reports to: Principal planning Officer

Responsible for: N/A

Context

The role will sit in the Development Management Team within the Local Planning Authority, but also work with the Digital Innovation Team. The Development Management Team comprises three Area Teams, each covering a number of diverse wards across the Borough and wide range of application types and scale. The team apply their expertise in planning legislation, policies and procedures to deal with pre-applications, planning applications and appeals, as well as to inform the development of digital tools and the future Planning system.

Job Purpose

To assist in providing a high quality, customer-focused planning service by dealing efficiently and effectively with pre-applications, planning applications and planning appeals and by making a positive contribution toward the achievement of a high performance and cost-effective service, including support and input into the development of digital tools.

To contribute to the review and formulation of planning policies and site development proposals. To support, as directed and necessary, the Planning Performance Agreement programme and/or council led projects.

Responsibilities

1. Negotiate all potential types of S106 agreements, including financial contributions
2. To deal with a range of development control issues, including major and complex cases, undertaking negotiations with applicants/prospective developers and representatives of other parts of the Council, as required.
3. To use dual processing for applications across both the existing system (Uniform/Idox) and the future Planning system (Plan X, Back Office Planning System (BOPS)), testing the tools including inputting information and data into the council's back-office systems as required.
4. To work in a matrix way across Development Management and Digital Innovation teams, providing data and feedback to further develop the user centred design of the digital tools and future planning systems.

5. To undertake the tasks required for the accurate validation and allocation of the full range of in- coming applications.
6. To contribute to the review of the Local Plan and the formulation of new strategic policies and site proposals.
7. To prepare and present quality professional advice, briefing information and reports, to appropriate individuals and bodies at all levels of the council's governance arrangements and to external organisations, public meetings and site visits as required.
8. To prepare and present statements and evidence for public inquiries and informal hearings for Major appeals and in court.
9. To ensure appropriate public participation on planning applications and development projects, and to analyse the results thereof.
10. To provide advice to applicants and the public on planning applications and development proposals under the supervision of a more senior officer.
11. 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.
12. In conjunction with the Principal Planning Officer, Area Team Manager prepare briefs for external consultants and undertake day to day supervision of appointed consultants' work.
13. To maintain a current knowledge of relevant law, policies, working practices and procedures.
14. To help ensure effective liaison and co-ordination with other parts of the Council, and with other services as required on planning and other related matters.
15. 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.
16. To provide advice and guidance to nominated trainees and new starters in conjunction with the Principal Planning Officer and/or Area Team Manager.
17. 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.
18. 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.
19. To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.
20. To deal with all types of application, plus the full range of complex Major applications, together with the negotiation of all potential types of S106 agreements, including financial contributions.
21. To prepare complex briefing notes for senior officers and members, as required.
22. To prepare and present statements and evidence for planning appeal including public inquiries and informal hearings for the full range of Major and complex applications and in court.
23. To support as directed the Planning Performance Agreement programme and provide supporting information in relation to developments. To provide advice, guidance and supervision to more junior officers and provide cover for Principal Planning Officers.

For PO3, in addition to above:

24. To mentor and assist in training junior staff
25. To oversee validation of assigned major applications to ensure that all relevant documents have been submitted

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

<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	An RTPI-recognised degree level qualification in Town Planning or equivalent	✓A
	K2	Eligible for Membership of the Royal Town Planning Institute.	
	K3	Thorough knowledge of all relevant planning legislation, policies and procedures.	✓A
	K4		
Relevant Experience	E1	Significant post qualification experience of relevant development control work, preferably including responsibility for dealing with a planning application caseload.	
	E2	Experience of providing planning advice to members, senior officers, developers and the public.	✓A
	E3	Experience of processing the full range of minor and other plus smaller major applications.	✓A
	E4	Experience of validations and case allocation of all types of application including smaller major applications.	
	E5	Experience of dealing with S106 including financial contributions.	✓A
	E6	Experience of dealing with public inquiries and informal hearings.	
	E7	Experience of advising members, senior officers, developers and the public on complex planning issues	
	E8	Experience of processing the full range of minor other and major applications.	
	E9	Experience of validations and allocation of complex major applications.	
	E10	Experience of dealing with complex major public inquiries. and / or Examination in Public of development plans	
	E11	Experience of supervision / mentoring.	
	E12	Able to demonstrate a track record of, and a genuine enthusiasm for, service improvement, user centred design, research and analysis to improve outcomes, and business processes improvement.	

Market Supplement Payment Criteria for Planning, Building Control and Transport 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 scheme was introduced in May 2016 and has the following key features:

- a. To introduce a market supplement of 7% for Development Management, Strategy Planning and Policy, Building Control and Transport professional officers defined by a set of rules or criteria.

- b. 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 (20% for the Head of Building Control post only).

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.
- 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.

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.