

# Job Description and Person Specification

## Senior Planner - Policy

A Lambeth to be proud of



## LONDON BOROUGH OF LAMBETH

### JOB DESCRIPTION

**Job Title:** Senior Planner - Policy  
**Grade:** PO3  
**Department:** Sustainable Growth and Opportunity  
**Division:** Planning, Transport and Sustainability  
**Responsible to:** Principal Planning Policy Officer  
**Responsible for:** n/a

Main purpose of post

To assist the strategic planning and regeneration process by: assisting with the formulation, monitoring and review of the Council's planning policies, associated research/evidence and carrying out any necessary consultation work; preparation of supplementary planning documents and guidance; preparation of Article 4 directions; supporting the preparation of neighbourhood plans; inputting into development projects; and the preparation of site policies and development briefs.

To support the provision of a high quality, customer-focused planning service by providing specialist advice to Development Management in consideration of planning applications, and preapplication advice to potential developers.

Key Unit Accountabilities

1. To contribute to all policy review work, including the development, monitoring and review of statutory planning policy, neighbourhood plans, planning policy guidance and other planning policy initiatives.
2. To conduct all types of planning policy work including formulation of the development plan; preparation of site policies and planning briefs; Article 4 directions, development of planning guidance and Supplementary Planning Documents; provision of advice to Development Management; and attending public meetings.
3. To support the Principal Planning Policy Officers and the Planning Policy Manager on appropriate technological approaches and responses to the digital agenda and national changes to the planning system.
4. To help ensure robust and inclusive community engagement in the development and review of the Council's planning policies, and to analyse the results thereof.
5. To assist in the formulation and development of systems to monitor and review the effectiveness of the Council's planning policies.

6. To assist in the promotion of the Council's planning policy objectives on London wide planning matters through liaison with the GLA and Mayor, other boroughs and external bodies and agencies.
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 assist in the preparation of evidence for public hearings, including the examination of Development Plan Documents.
9. To take a lead role in providing planning advice and guidance for specific areas/issues as required. To be responsible for providing planning advice and support on policy, regeneration and development issues within that area.
10. In conjunction with the Principal Planning Policy Officer and Planning Policy Manager, prepare briefs for external consultants and undertake day to day supervision of appointed consultants' work.
11. To maintain a current knowledge of relevant law, policies, working practices and procedures.
12. To help ensure effective collaboration other parts of the department, and with other services as required on planning and other related matters.
13. 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.
14. To provide advice and guidance to new starters, more junior officers and trainees in conjunction with the Principal Planning Policy Officer and Planning Policy Manager.
15. 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.
16. To take responsibility, relevant to the post, for ensuring that Council statutes and government legislation is upheld.
17. To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.
18. To prepare detailed briefing reports and carry out negotiations with Members and objectors about changes to policies during the formulation of the development plan process.

## **Dimensions**

### **Other**

- The post holder may be required to work outside of normal hours, including attending evening meetings, and occasional weekend working.

- The post holder's decision making authority is determined by Council policy and procedures.
- The post holder may be required to lead staff and consultants commissioned in relation to specific projects, appropriate to the level of the grade.

**PERSON SPECIFICATION**  
**Senior Planner (Policy) PO3**

<p>It is essential that in your written supporting statement you 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>You will need to give evidence or examples of your proven experience in the areas marked with (✓) on the person specification when you complete the application form.</p>			<b>Shortlisting Criteria</b>
<b>Qualification</b>	Q1	An RTPI-recognised degree level qualification in Town Planning or equivalent	✓ A
<b>Key Knowledge</b>	K1	Eligible for Membership of the Royal Town Planning Institute.	
	K2	Thorough knowledge of all relevant planning legislation, policies and procedures.	✓ A
<b>Relevant Experience</b>	E1	Significant experience of Town Planning work, including experience relevant to planning policy.	✓ A
	E2	Experience of providing advice to members, senior officers, developers and/or the public on planning issues.	✓ A
	E3	Experience of processing or providing planning policy observations on planning applications.	
	E4	Experience in the use of information technology in a planning context such as consultation platforms, spreadsheets and databases, GIS and other plan-tech approaches	✓ A
	E5	Experience of managing workloads to deliver work of a high standard within agreed deadlines.	

<p><b>Core Values and Behaviours</b></p>		<p><b>Equity</b></p> <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>	
		<p><b>Kindness</b></p> <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> <li>• Show compassion and patience recognising that everyone in the team has unique experience and celebrating the great work they do for Lambeth.</li> </ul>	

		<ul style="list-style-type: none"> <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>	
		<p><b>Accountability</b></p> <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>	
		<p><b>Ambition</b></p> <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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