****JOB DESCRIPTION

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title | **Principal Planning Officer** | Post Number | **P1027** |
| Grade | GR10 | Service Area | Planning and Infrastructure |
| Special Conditions | Occasional out of hours working including evenings and weekends  Covers both Malvern and Wychavon District Councils | Additional Benefits | Casual Car User  Payment of relevant RTPI professional fees |
| Authorised by | Director of Planning and Infrastructure | Date | May 2024 |

**Job Purpose**

|  |  |
| --- | --- |
| The purpose of this role within the Council is: | * To formulate, interpret and advise on planning policy, including recommendations to relevant committees and to interested parties e.g. development management officers, Members, planning consultants, developers and the public. * To guide and supervise planning and technical officers in the carrying out of their duties. * Under the shared service, the post holder is required to work across both district councils in order to ensure optimum service delivery. * To deputise for the Head of Planning Policy |
| Responsible for demonstrating commitment to working in line with the Councils' values | |
| Responsible for championing and demonstrating the Council’s Leadership Behaviour Framework | |
| The postholder works for: | Head of Planning Policy |
| The postholder manages \supervises: | The post holder will have managerial/supervisory responsibility for professional and technical officers within the Planning Policy team. |

|  |  |
| --- | --- |
| Key Accountabilities (All accountabilities will be carried out in line with the Council’s policies, procedures and relevant regulations and legislation) | |
| 1 | To directly manage the work and performance of professional and technical planning staff within Planning Policy. |
| 2 | Deputise for the Head of Planning Policy, as appropriate. |
| 3 | In conjunction with the Head of Planning Policy to prepare, develop, implement, monitor and review the Development Plan and affiliated thematic policy areas including drafting technical planning policy documents. |
| 4 | To lead on the preparation of planning policy and technical documents principally those set out in the Local Development Schemes and Service Delivery Plans. |
| 5 | To lead on large scale strategic sites including new settlements. |
| 6 | To lead, manage, appoint and co-ordinate the work of external consultants. |
| 7 | To lead and coordinate extensive consultation exercises through liaison with community groups and strategic partners. |
| 8 | To provide professional reports, presentations, recommendations, and briefings, communicating complex issues clearly and succinctly on planning matters for the Councils’ committees, member briefings and Joint Advisory Panel. |
| 9 | To brief interested parties e.g. Development Management officers, parish/town councils, community groups etc. on new planning policy and guidance and their correct interpretation. |
| 10 | To provide supplementary planning guidance, including Supplementary Planning Documents, Design Concept Statements, Advice Notes and Sustainability Appraisals. |
| 11 | To provide proofs of evidence/statements of case and represent the Councils at planning Inquiries/Hearings and Examinations in Public. |
| 12 | To provide planning policy advice to other sections/departments across the two councils including providing detailed policy comments for strategic and large-scale site allocations and development applications. |
| 13 | To lead on supporting neighbourhood forums in the development of neighbourhood plans. |
| 14 | To respond to telephone calls, emails and written correspondence, including Freedom of Information requests in accordance with agreed procedures. |
| 15 | Any other duties identified from time to time by the Head of Planning Policy as commensurate with the grade of the post. |

**NOTES:**

1. Duties will inevitably develop and change as the work of the Council changes to meet the needs of our customers. Employees should therefore expect periodic variations to job descriptions, and the Council retain this right. This job description will be supplemented on a regular basis by individual objectives derived from Council strategies.
2. Where an applicant or an existing employee is or becomes disabled (as defined by law) and inform the Council fully of their requirements reasonable adjustments will be made to the job description wherever possible.

KEY REQUIREMENTS

|  |  |  |
| --- | --- | --- |
| Qualifications (or knowledge and experience at an equivalent level) | Essential | Desirable |
| Planning related degree or equivalent | E |  |
| Planning related post graduate qualification | E |  |
| A member of, or entitlement to membership of the Royal Town Planning Institute. (Submission for MRTPI required within 6 months of commencing in post) | E |  |

|  |  |  |
| --- | --- | --- |
| Experience | Essential | Desirable |
| Substantial post-qualification planning experience of at least five years obtained either with a local planning authority or planning consultancy and to be able to demonstrate a sound understanding of the NPPF and NPPG, as well as the legislation associated with the preparation of Local Plans | E |  |
| Experience of managing the workload of others | E |  |
| Experience of managing budgets | E |  |
| Experience of Project leadership | E |  |
| Experience of Track record of meeting deadlines | E |  |
| Demonstratable experience in planning policy or a related subject | E |  |
| Experience of managing planning officers |  | D |
| Experience of dealing with 5 year housing land supply, viability and infrastructure planning |  | D |
| Experience of Public Inquiries/Hearings and Local Plan Examinations |  | D |
| Experienced in the use and interpretation of data within GIS software including DEF and QGIS. |  | D |

|  |  |  |
| --- | --- | --- |
| Skills Required | Essential | Desirable |
| Knowledge of Microsoft Office applications | E |  |
| Good interpersonal skills and ability to communicate in a clear, unambiguous manner both verbally and in writing | E |  |
| Adaptable and flexible approach | E |  |
| Well motivated and enthusiastic and clear ability to manage workload and work under pressure | E |  |
| Excellent research and analytical skills | E |  |
| Ability to work on own initiative | E |  |
| Accuracy and attention to detail | E |  |
| Ability to negotiate successful outcomes | E |  |
| Excellent communications skills | E |  |
| Ability to travel to various locations appropriate to the demands of the post, to locations where public transport is limited. | E |  |
| Available to attend some evening meetings and occasional working for consultation events | E |  |
| Demonstrable ability to work successfully corporately and with partner organisations |  | D |
| Ability to work as part of a team |  | D |
| Good interpersonal skills and an ability to manage people |  | D |
| Ability to deal with a range of topics and balance competing demands |  | D |
| Ability to take decisions on own initiative |  | D |

|  |  |  |
| --- | --- | --- |
| Behaviours | Essential | Desirable |
| Strong customer service orientation | E |  |
| Adaptable and flexible approach to work | E |  |
| Ability to work on own initiative and as part of a team | E |  |
| Integrity | E |  |
| Commitment to efficient and quality service delivery | E |  |
| Self-motivated |  | D |
| Creative thinker |  | D |

Note: Applicants who are disabled (as defined by law) will be guaranteed an interview if they meet the essential criteria provided that this information is noted under the relevant section of the application form.