

**JOB DESCRIPTION (JD)
AND EMPLOYEE
SPECIFICATION (ES)**
Standard Template

JOB TITLE:	Principal Planning Officer		
GRADE:	G10	SERVICE AREA:	Development Management
JOB CODE:	EEC44PRPOG10 JE Checked 04/05/2022		
REPORTS TO:	Team Leader - Development Management	LOCATION:	2nd floor Civic Centre, Darwall Street, Walsall
SPECIAL CONDITIONS:	<p>Attendance and presentation of reports at evening and out of hours meetings as may be required</p> <p>The role will be subject to a relevant degree in a planning or a similar/related subject matter or equivalent.</p> <p>Eligible for membership of an appropriate chartered professional body or institute (RTPI)</p> <p>Casual Car User allowance applicable</p> <p>Regular travel across the Borough including undertaking site visits in order to carry out site assessments to fulfil the specific duties of the role</p> <p>Politically restricted post under the Local Government and Housing Act 1989</p> <p>This post is covered by the Government's Code of Practice on the English Language Fluency Duty for public sector workers</p>		

1. Main purpose of the job role:

- To deal with significant and complex major planning applications and related matters including planning enforcement and protected trees.
- Determination of applications under the Council's scheme of delegations.
- Assist the Team Leader Development Management in providing day to day supervision and support to other members of an area based Development Management team.
- Signing off delegated planning decisions and presenting reports to Planning Committee.
- To support the Head of Planning & Building Control in the delivery of and efficient customer focussed service.
- To be accountable for maintaining performance standards to provide measurable and auditable assurances.

- Contribute to the development of plans, policies and procedures suitable to deliver an excellent service.

2. Role specific duties and accountabilities:

- Manage a caseload of major and more complex planning applications and other types of applications and related matters. Duties including site visits, negotiations, assessments and recommendations, preparation of written reports and monitoring development to ensure compliance with any permission granted.
- Assist in the supervision and support to other members of an area based development management team in the delivery of an efficient and effective development management service including planning enforcement and trees.
- To prepare and to authorise reports to Committee and in accordance with the Council's scheme of delegation to the Head of Planning & Building Control for planning applications, enforcement actions and other matters as may be required by the Head of Planning & Building Control.
- Determination of applications under the Council's Scheme of Delegation including authorisation of reports to Committee and authorisation of reports in accordance with the Council's scheme of delegation to the Head of Planning & Building Control in respect of planning applications and other related matters.
- Present reports to Committee(s) and attend public meetings if required to so by management, including the Head of Planning & Building Control.
- Advising and liaising with developers, agents, Councillors and other stakeholders in order to help deliver major development projects to assist in the regeneration of the Borough including pre-application advice.
- Attendance at the Council's Development Team and advising and negotiating with developers, agents, Councillors, members of the public and other stakeholders as necessary.
- Preparation of statements of evidence for appeals including giving evidence at Public Inquiries and other proceedings such as Prosecutions.
- To promote, prepare and advise on detailed policies and proposals that may be required by management including the Head of Planning and Building Control.
- To assist in maintaining computerised or other planning, enforcement or other related records within the service area.
- Assist the Team Leader Development Management in supervising and developing the skills and experience of other members of the development management team.

3. Corporate duties and accountabilities:

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the postholder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in

achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.

- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.

JOB TITLE Principal Planning Officer	GRADE G10	
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	WEIGHT CODE shows relative importance Low=1 Medium=2 High=3
Behaviours: refer to corporate behaviours document		
Professionalism - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	A/I	3
Leadership - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	Not Applicable	
Accountability - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	A/I	3
Transparency - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	A/I	3
Ethical - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	A/I	3
Abilities/Skills: (refer to JE guidance document)		
Ability to deal with a caseload of major and more complex planning applications and other types of applications and related matters	A/I	3
Ability to help supervise the day to day workload of an area based Development Management team	A/I	3
Ability to represent the Council in its capacity as local planning authority in meetings with agents, applicants, Councillors and other stakeholders	A/I	3
Ability to interpret planning legislation and complex technical documents and drawings	A/I	3
Prepare and present reports to Committees and in accordance with the Council's scheme of delegation for the determination of planning applications and other matters	A/I	3
Ability to represent the Council as local planning authority at court and other public meetings	A/I	3
Able to be a team player, demonstrate organisational skills and meet personal and team deadlines	A/I	3
Ability to offer mentoring and training within the teams	A/I	3
Excellent oral and interpersonal skills	I	3
Excellent written communication skills	A/I	3
Excellent IT skills	A/I	2

Knowledge/Experience: specify type, level and qualitative (not quantitative required); if any.			
Ability to demonstrate a significant knowledge of planning and related legislation including planning enforcement		A/I	3
Evidence of continuous professional development (where applicable)		A/I	3
Qualification: Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.			
A recognised Post Graduate Diploma or Master's Degree in Town Planning and Member of the RTPI or working towards accreditation		A/I	3
Other Essential Requirements			
An awareness of, and commitment to, equality of opportunity		I	2
Awareness of, and commitment to, confidentiality and handling data		I	3
NOTE: The ability to communicate verbally with customers and provide advice and/or information in accurate spoken English is essential for the post			
Prepared by:	Mike Brereton	Date:	May 2022