

Job Description

Job Title: Principal Planner - Policy	Directorate: Inclusive Economy and Housing
Service Area: Planning Policy	Post Number: 28115
Grade: PO4 - PO6	Date last updated: September 2018

Overall Purpose of Job

To take a lead in contributing to the delivery of an efficient and effective Planning Policy service for the Borough, including engagement with residents, developers and other key bodies in the delivery of quality developments and a robust planning policy framework.

Job Context

The postholder reports to the Policy Manager.

The post holder has line management responsibility for more junior members of the team and relevant consultants.

The post will mainly be office based, but will periodically require site visits to undertake site inspections and survey work and attendance at public events to engage with residents and other stakeholders.

The postholder may be required to work evenings, weekends and occasional public holidays, in order to meet service requirements notably attending Cabinet, Committee and public engagement events or similar.

The postholder may be required to work across a range of planning disciplines and corporately.

The post holder has no budget responsibility other than in relation to contract management of consultancy projects where required.

Key Tasks and Accountabilities

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the postholder. This is not an exhaustive list of all tasks that may fall to the postholder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

The postholder will be given a portfolio of projects to lead on including but not limited to work relating to [a] particular policy theme[s], neighbourhoods and sites and cross cutting work such as Impact Assessment and Engagement.

Key tasks and accountabilities will be as listed.

PO4

1. To lead, with limited supervision, on all types of Planning Policy projects as necessary including preparation of the Local Plan and other policy documents and other tasks such as technical and engagement evidence gathering, (including site visits) analysis, maintenance and review; impact assessment; responses to cross-boundary, regional and national planning policy consultations; and implementation advice to Regeneration and Development Management/Enforcement.
2. To supervise the activities and performance of a variety of more junior staff and consultants and other temporary staff acting on the Council's behalf.
3. To provide technical solutions on various matters including, advice and guidance to Councillors, staff, developers and other stakeholders and respond to FOIs and complaints in a timely and professional manner using best practice customer service..
4. To regularly monitor work programmes, performance and quality targets of team members including appraisals, one-to-one meetings and all other HR policies to ensure that the service meets agreed objectives and delivers a consistent approach.
5. To represent the service on corporate working parties as required.
6. To represent the service at Cabinet, Committee, Design Review Panel and Members' Forum such other decision making and advisory structures as emerge or are relevant.
7. To provide cover in the absence of comparable officers and deputise for managers as required.
8. To manage a complex personal workload, dealing with a variety of Policy Planning tasks across the Borough, as well as the daily allocation and supervision of work to junior staff and support for senior staff and the best allocation of resources.

PO5

All of the above and in addition:

9. To take decisions on all matters delegated to this post, using discretion and professional judgement to deliver a pragmatic and effective approach to service delivery, and to conflict and problem resolution
10. To utilise information technology to improve service delivery and to encourage staff to work innovatively to maximise resources.
11. To represent the authority at a senior level when dealing with partners, developers, and other interested parties to ensure a joined-up approach to the delivery of the service, including interface with government departments.
12. To liaise and foster strong working relationships with other external agencies.
13. To ensure that all legal and contractual obligations and deadlines are met.

PO6

All of the above and in addition:

14. To lead within minimal supervision on all types of Policy Planning tasks as above plus including prominent input to pre-application, application, enforcement and appeal work concerning the most significant and complex major developments, and taking a key role in defending planning policy at plan Examination hearings and other planning hearings and inquiries.
15. To prepare and present written or oral reports and briefings to the Mayor, Lead member, Cabinet, Planning Committees, Members' Forum and other bodies, and to attend and lead meetings with Members as necessary, and to support the preparation and management of agendas and meetings as required by the Managers of the Planning functions within the directorate.
16. To deputise for Policy Manager as required
17. To undertake significant staff line management responsibilities over and above the responsibilities of the PO4/PO5 level
18. To take proactive ownership of personal development planning and training needs.

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

Person Specification

Job Title: Principal Planner - Policy	Directorate: Inclusive Economy and Housing
Service Area: Development Management, Planning Policy	Post Number: 28115
Grade: PO4 - PO6	Date last updated: May 2012

IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
QUALIFICATIONS: a. a recognised degree in Town Planning <u>and</u> sufficient post-post-qualification experience to qualify for membership of RTPI OR b. a related degree and relevant post-graduate experience & place on a recognised town planning post-graduate course	Application Form – mandatory shortlisting screening criteria
KNOWLEDGE: A comprehensive knowledge of the practical application of the legislation and standards relating to the Planning Act and a working knowledge of other relevant legislation Knowledge of national and regional planning policy and agendas A knowledge of the functions of a local authority. A knowledge of the current trends and developments in local	Application Form/Interview/Test

<p>authority services.</p> <p>A knowledge of the benefits of relevant IT</p>	
<p>EXPERIENCE:</p> <p>Experience of:</p> <p>Undertaking complex Planning Policy work (including the majority of formal plan-making stages, plus monitoring and review) and in a high-pressure, environment with limited supervision.</p> <p>Supervising a group of professional, technical and administrative staff within a service environment.</p> <p>Successful innovation, initiative and consistent achievement in a public sector environment.</p> <p>Developing good working relationships with a wide range of internal bodies, external customers and other stakeholders as part of developing effective service delivery.</p> <p>Preparation, submission and presentation of committee/Cabinet/Full Council/Scrutiny and management reports and briefing notes.</p> <p>The application and development of IT solutions in a changing environment.</p> <p>Defining, procuring, operating and controlling services and projects by external consultants/contractors.</p>	<p>Application Form/Interview</p>
<p>SKILLS AND ABILITIES:</p> <p>Ability to:</p> <p>Deliver high quality services and projects, (including contributions to corporate projects) efficiently and effectively with limited resources, making best use of IT, and other professional and technical skills including incisive analysis, negotiation, collaboration, persuasion and problem solving.</p> <p>Develop and operate appropriate qualitative and quantitative indicators to measure service delivery, policy effectiveness and outcomes.</p> <p>Use management information including information about community and customer needs to judge the team's performance and to devise and implement service</p>	<p>Application Form/Interview/Test</p>

<p>improvement strategies in light of corporate policies.</p> <p>Build effective and productive working relationships with colleagues at all levels.</p> <p>Manage, lead and motivate staff and foster their development.</p> <p>Respond flexibly to a constantly changing work flow.</p> <p>Communicate effectively to a variety of audiences.</p>	
<p>PERSONAL STYLE AND BEHAVIOUR:</p> <p>Proven leader</p> <p>Courteous and professional</p> <p>Persistent, proactive and determined in realising service outcomes</p> <p>Articulate both in written and oral form</p> <p>Probity and honesty.</p> <p>Politically aware</p> <p>Committed to the achievement of equal opportunities</p> <p>Respected team player</p>	<p>Application form/Interview/Test</p>