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| **Department** | **PLACE** |
| **Job Title** | **PRINCIPAL PLANNING OFFICER (DEVELOPMENT MANAGEMENT)** |
| **Grade** | **J** |
| **Primary Purpose of Job** | To lead on the provision of appropriate advice and guidance on all development management matters including the most complex development proposals, providing pre-application advice, technical assessments, discharge of conditions and legal agreements, recommending and signing off decisions on planning applications, appeals and ensuring compliance with associated legislation and Council policies and strategies. |
| **Reporting To** | Planning Development Manager |
| **Direct Staffing Reports** | Apprentices / Graduates |

**Main Duties**

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| **1**  **2**  **3** | To lead on a personal caseload of work including applications and appeals of major and the most complex planning applications and appeals.  To lead the Planning Officers and more junior planners through effective supervision, devising work programmes and case work, and mentoring junior staff to deliver efficient and quality decision making in accordance with HR policies, service standards and performance indicators, to provide a high quality, customer-focused planning service.  To lead the planning applications process to deliver quality place making, regeneration and sustainable developments, including:     * providing pre-application advice on a wide range of developments including the largest and most complex proposals. * checking, validating and registering planning and other applications as required. * ensuring cases are determined within target times. * ensuring site notices, press notices and consultations are made in accordance with relevant legislation. * undertaking site inspections. * negotiating with applicants and professional agents including negotiating significant financial contributions in Section 106 Agreements. * assisting Councillors, Town Councils and others to understand proposals. * preparing reports on applications, including for committee, with recommendations based on national and local planning policies and guidance and professional judgement. * presenting applications and related items at planning committee and other Council meetings as necessary. * ensuring back-office / case management systems are kept up to date. | |
| **4** | To have a significant role in the financial responsibilities of the division including implementing charging regimes and cost monitoring, to assist in keeping within budgetary requirements through excellent performance, value for money, continuous improvement and negotiating Planning Performance Agreements to secure income for the service. | |
| **5** | To lead in the preparation of reports, gathering evidence and witness statements and appear as an expert witness for the Council at all types of planning appeals, examinations in public, informal hearings and public inquiries including attending court hearings as required and to supervise such work undertaken by junior members of the team. | |
| **6** | To lead the preparation of upcoming committee meetings, sign off reports and present applications at committee ensuring reports are legally sound and address all the necessary planning issues. | |
| **~~7~~** | To lead in the preparation and reviewing of supplementary planning documents, policy notes, development briefs or other appropriate planning documents, including those in support of development plan preparation and the Local Development Framework as requested by the Head of Planning. | |
| **8** | To significantly contribute to the Assist the Head of Planning and the Planning Development Manager to monitor and improve performance of the Section (including through developing appropriate performance indicators and service improvement plans) and to enhance the reputation of the Development Management service within and outside the Council. | |
| **9** | Respond in a timely and professional manner to requests for support from members of the public, Council officers and Members seeking to engage with the Planning Service. This will include providing support to the customer contact centre and the complaints and customer feedback teams where required. | |
| **10** | Daily supervision and management of Apprentices and Graduates, which includes monitoring and reviewing work and workloads, priorities and performance and directing the day-to-day operational work. | |
| **11** | Attend site visits, meetings with external organisations, Planning Committee and working parties as and when required to represent the service and mange outcomes to assist with decision making. | |
| **12** | To lead in driving improvements to systems and procedures, maximising the use and potential of ICT for planning service delivery and continually improve electronic systems. | |
| **13** | To lead in the fostering of good working relationships with other Council services, stakeholders, external agencies and partner organisations to achieve an effective corporate approach to the delivery of effective and quality planning services. | |
| **14** | Deputise for the Planning Development Manager and the Head of Planning at related meetings. | |
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| **Date Job Description updated:** | | **October 2024** |
| **Job Description prepared by:** | | **Head of Planning** |



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| **Department** | | **place** | |
| **Job Title** | | **principal PLANNING OFFICER (DEVELOPMENT MANAGEMENT)** | |
| **Stage One** | | Disabled candidates are guaranteed an interview if they meet the essential criteria | |
| **The Minimum Essential Requirements for the above Post are as Follows:** | | | **Method of Assessment** |
| **1.** | **Skills and Knowledge** | | |
| 1. | The ability to provide appropriate advice on the full range of planning matters based on up-to-date technical knowledge and advanced theoretical, practical and procedural knowledge, both internally to senior managers and externally. | | Interview |
| 2. | Awareness and working knowledge of the statutory Legislative Framework for the Development Management service | | Application form |
| 3. | The ability to analyse varied and highly complex situations, technical planning issues effectively and make recommendations for action to the Director, Executive Member(s), or Committees or make final delegated decisions. | | Interview |
| 4. | Awareness, understanding of, and the ability to use and develop ICT and GIS systems to make full use of appropriate software and hardware in the development of the Section. | | Interview |
| 5. | Ability to record and use information within departmental, Authority and legal guidelines. | | Interview |
| 6. | The ability to work within multi-disciplinary and cross agency teams including professional officers and non-specialists. | | Application form/Interview |
| 7. | Excellent presentational skills with experience of attending and presenting planning applications at Planning Committee meetings. | | Application form |
| 8. | Understand the political sensitivities of local government, the respective roles of Elected Members and Officers and key decision-making processes. | | Application form/Interview |
| 9. | Skilled and experienced in the development, implementation and monitoring of performance improvement plans and contributing to the business planning process. | | Interview |
| 10. | The ability to work on one’s own initiative to prioritise own workload and adapt accordingly. | | Application form/Interview |
| 11. | Excellent written, verbal, professional and inter-personal skills enabling effective communication with staff, management, directors, elected members and the general public in particular. | | Interview |
| 12. | The ability to innovate, develop, articulate, lead, plan, improve and manage change, service improvement processes and performance for the efficiency and effectiveness of the Section and the Council. | | Interview |
| 13. | The ability to lead and manage staff through the use of leadership techniques to support them and to provide a clear work programme, monitoring performance and providing support and guidance. | | Application form/Interview |
| 14. | **Competencies** – Please note the Council’s corporate competencies, which are considered to be essential for all roles, are in the attached CORE COMPETENCIES document | | Interview |

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| **2. Experience/Qualifications/Training etc** | | |
| 1. | Experience of dealing with complex planning, including pre application advice, managing appeals and providing advice to colleagues, senior managers and members. | Application Form |
| 2 | Degree or Diploma in Town Planning or a related  discipline that would allow membership to the Royal  Town Planning Institute. | Certificates |
| 3. | Evidence of continued professional development to meet the changing demands of the role. | CPD log (before confirmation) |
| 4. | Experience of providing advice to Councillors, senior officers, developers and the public on all aspects of planning applications and related matters. | Application Form / Interview |
| 5. | Experience of working at a high level of advocacy and sensitivity in dealing with contentious information, combined with a particular awareness of political sensitivities. | Application Form |
| 6. | Experience of preparing and giving evidence in Court Proceedings. | Application Form |
| 7. | Experience of negotiating planning obligations in respect of major and/or complex development proposals. | Interview |
| **3. Work Related Circumstances** | | |
| 1. | All posts require the job holder to undertake mandatory training for the role and to regularly review their developmental needs in conjunction with their line manager. Development of our employees plays a key role in delivering our services | Interview |
| 2. | The Council has a framework of Values & Behaviours that guide our behaviour and decision making to help achieve our vision. All employees are expected to be mindful of these when undertaking their work. | Interview |
| 3. | This post has been designated an essential car user post. You must hold a full, current and valid driving license and a vehicle with a current valid MOT certificate. You will also need adequate vehicle insurance cover to comply with the council’s requirements, in line with the Travel Costs Reimbursement Policy. | Interview |
| 4. | Posts that are designated as Information Asset Owners will be expected to lead and foster a culture that values, protects and uses information for the public good. They must know what information the asset holds, what enters and leaves it and why, being responsible for maintaining this overview within the Councils Information Asset Register. The IAO will also need to know who has access and why and ensure their use of the asset is monitored and used for service delivery and performance management, understand and address risks to the asset and provide assurance to the SIRO/ DSIRO. Ultimately, the IAO must ensure the asset is fully used for the public good, including responding to access requests, audits and transparency /open data requests. | Interview |

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| **STAGE TWO** | | Will only be used in the event of a large number of applicants meeting the minimum essential requirements | |
| **Additional Requirements** | | | **Method of Assessment** |
| **1. Skills and Knowledge** | | | |
| 1. | A full corporate member of the RTPI | | Application form |
| **2. Experience/Qualifications/Training etc** | | | |
| 1. | Evidence of skills or qualification in a discipline that aligns with the delivery of the Development Management service. | | Application form  Certificate |
| 2. | To have undertaken ongoing management development and training, or to have a recognised management qualification at degree or diploma level. | | Application form/Interview/  Certificate |

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| **Date Person Specification updated:** | **October 2024** |
| **Person Specification prepared by:** | **Head of Planning** |

**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.

**The values of an organisation are those key principles by which people are expected to work to day to day. They’re our culture and help define what is expected of each and every one of us**.





