ROLE PROFILE

Role Title:	Principal Planning Officer (Strategic Planning)
Service:	Planning & Regulatory Services
Team:	Planning Services
Directorate:	Planning, Economy, Wellbeing and Leisure
Accountable to:	Strategic Planning Manager
Accountable for:	Senior Planning Officers (Strategic Planning), Planning Officers
Grade:	PO3
Car Category:	Casual
Work Style:	Mobile Office Based Worker

Purpose of role

- To support the efficient and effective day to day operation of the Council's Planning Service, with a focus on strategic planning initiatives.
- To contribute to providing a high-quality Strategic Planning Service, shaping the future development of the borough.

Key Objectives

1.	To support the Strategic Planning Manager in managing the planning service, including direct line management of the team and representing the service at meetings, Planning Inquiries, Public Examinations, and other forums, as required.
2.	To play a key role in the production of a new Local Plan for the Borough and other necessary planning policy documents.

3.	To oversee the gathering the evidence base for the Local Plan, including the appointment and management of consultants involved in accurate, relevant data collection.
4.	To oversee the Strategic Planning team, providing direct line management to Senior Planning Officers and Planning Officers.
5.	To lead the development of environmental planning strategies and initiatives, ensuring alignment with the Local Plan and broader Council policies.
6.	To assist in the review and enhancement of processes and procedures to ensure the Planning Service adheres to best practice.
7.	To collaborate with other services to align the Council's policies, plans and programmes with Strategic Planning projects.
8.	To support compliance with the Freedom of Information Act (FOIA) and respond to corporate complaints and other enquiries from Members, MPs and the public.
9.	To lead community engagement and public consultation exercises, ensuring stakeholder feedback is integrated into planning processes.
10.	To develop and maintain relationships with key stakeholders, ensuring continuous and effective collaboration in planning initiatives.
11.	To provide specialised professional planning advice and support to the Development Control team on complex strategic planning matters.
12.	To prepare and present the Council's case at planning appeals.

Scope

This post will primarily focus on Strategic Planning, including the development and implementation of the Local Plan and related policy documents. Where necessary, the post holder will provide support to Development Control and Enforcement teams to ensure cohesive planning efforts. The role involves regular interaction with Elected Members, businesses, and the public to address strategic planning issues and facilitate effective communication and collaboration.

Work Profile

1. Strategy

The post holder will play a key role in shaping and implementing the Council's planning, development, heritage, environment and regeneration strategies and plans, including significant contributions to the Local Plan. They will also actively contribute to the Service Plan.

2. Performance

The post holder will ensure that performance targets related to strategic planning are met, including key milestones in the delivery of the Local Plan and other planning policy documents.

They will identify, communicate and mitigate risks that could impact high performance standards.

Accountability includes the delivery of personal and team objectives, reported to the Strategic Planning Manager.

3. Service Quality

The post holder will provide a high quality and professional strategic planning and service, focusing on continuous improvement and excellence in service delivery, particularly in relation to the Local Plan.

They will develop and monitor appropriate service improvement performance indicators to maintain and elevate high standards.

4. Resource Management

The post holder has direct line management responsibility for planning officers, an indirect responsibility for other posts, ensuring the efficient use of resources within the Strategic Planning team, including the management of consultants involved in the Local Plan and other strategic projects.

5. Supervision and Management

The post holder will provide leadership and direct line management to a group of officers, fostering a collaborative and high-performing Strategic Planning team.

6. Culture

The post holder will support the development of a positive organisational culture that is outward-looking, evidence-based and customer-focused, aligning with the strategic goals of the Planning Service and the successful delivery of the Local Plan. Within the team, the post holder will contribute to the development of an environment in which on-going training and development is encouraged to improve the team's knowledge and skills.

7. Communications

The post holder will collaborate with other services and partners to ensure efficient and effective service delivery, with a focus on strategic planning initiatives.

They will communicate progress on key projects like the Local Plan, providing regular updates and managing risks. They will also promote service quality and excellence through all communications.

8. Main Contacts Associated with Principal Duties

The post holder will be in regular contact with their managers, Assistant Director, members of their team, the Customer Experience team and partner agencies, Elected Members and members of the public, in order to advise on various strategic planning issues.

Less regularly, they will be in contact with the Corporate Director and the Chief Operating Officer with a particular focus on strategic planning issues.

9. Commitment

The Council's normal working week for the purposes of calculation of premium rates and enhancements is Monday to Friday 7 am to 7 pm. The Councils operates a standard working week of 36 hours.

10. Risk Management

The post holder will identify and manage risks relating to strategic planning cases and projects, providing recommendations and leading on risk mitigation actions to ensure successful outcomes.

11. Creativity

The post holder is expected to generate innovative ideas and solutions in their work area, particularly in strategic planning and development of the Local Plan. They will consult with the Strategic Planning Manager prior to implementing significant changes.

12. Decisions and Consequences

The post holder will assess, process and make recommendations on strategic planning initiatives, including the development and implementation of the Local Plan and other planning policy documents. They will provide guidance to the Strategic Planning team and ensure that all decisions align with the broader strategic goals of the Council.

The post holder will be at the forefront of advancing the Council's planning objectives and must exercise diplomacy, sensitivity, and discretion to avoid reputational damage to the Council or breaches of confidential data.

13. Work Context

This post will work primarily within the Strategic Planning team, focusing on the development and implementation of the Local Plan, planning policy documents, and other strategic initiatives. The post holder will collaborate closely with Elected Members, other Council services, external partners, businesses, landowners, and the public to ensure that strategic planning objectives are met.

The above duties and responsibilities do not include or define all tasks that may be required of the post holder. These duties and responsibilities may

evolve to reflect changing strategic priorities, and this flexibility is reflected in the grading of the post.

14. Working conditions

The post holder will often be in contact with members of the public and cases that are difficult and require sensitivity, confidentiality and discretion. They may also be in receipt of sensitive data and information in the course of carrying out their duties and will be expected to fully comply with legal requirements and Council policy, in the handling of this.

The post holder's meetings with the public and other parties will often be on a 1:1 basis.

15. Equal Opportunities

The Council is committed to achieving equality of opportunity both in the delivery of services to the community and its employment arrangements. We expect all employees to understand and promote our policies in their work.

16. Customer Focus:

The post holder is expected to meet the Council's Standards of Customer Care at all times. To champion Customer Excellence and service improvements that are needed to enhance the customer experience.

17. Core Tasks

The post holder will be expected to undertake any other duties which may be required within the needs of the service that are commensurate with the grade.

18. Health & Safety

All employees have a responsibility for their own health & safety and that of others while undertaking their duties. Employees have a general duty to assist the Council in implementing its general statement on health & safety policy.

19. Legislation

To comply with Data Protection legislation and all other relevant and applicable statutory legislation together with Council policies and procedures

20. Training & Development

To comply with the Council's policies and practices relating to training and development, including a regular development appraisal.

21. I.T.

The post holder is expected to comply with the Council's policies and practices relating to use of I.T. and equipment.

22. Physical Demands

It is not anticipated that there would be any physical demands of the job over and above those expected for off site visits and office-based work.

23. Political Restrictions

This is a politically restricted post (see Section 2 Local Government and Housing Act 1989)

PERSON SPECIFICATION
In this section the Skills, Knowledge, Qualification and Competency requirements to perform the role to a satisfactory standard are set out. The extent, nature and level of the role holder's knowledge and skills should be specified

PERSON SPECIFICATION	Examples specific to role	Required		Method of Assessment Application (A) Interview (I), Testing (T), Reference (R)
		Essential	Desirable	
SKILLS AND KNOWLEDGE	RTPI recognised degree (or equivalent qualification) in Town and Country Planning	X		A
Technical knowledge and qualifications	RTPI Member		X	A
	Substantial experience in planning, or planning related, work in the public or private sector	X		A, I
	Experience in the preparation of Planning Policy documents, including dealing with members, stakeholders and the general public		X	A, I
	Experience of conducting a masterplanning exercise and / or implementation of infrastructure projects		X	A, I
	Thorough knowledge of Government Planning Guidance and Legislation	X		A, I
	Knowledge of Development Plan preparation process	X		A, I
	Knowledge of sustainability issues	X		A, I

	Knowledge of national and strategic planning issues Knowledge of the information and data systems and applications used in a planning context.	X	 X	**A, I** **A, I**
Planning and organising work	Ability to work to tight deadlines on a wide variety of tasks Methodical and well organised, with a commitment to providing a quality service and attention to detail Highly developed ability to identify, prioritise and manage tasks	**X** **X** **X**		**A, I, T** **A, I** **A, I, T**
Planning capacity and resources	Delivery of results under pressure Planning for long-term projects & deliverables Experience of supervision of team members including assessing workloads and work distribution	**X** **X** **X**		**A, I, T** **A, I** **A, I**
Influencing and interpersonal skills	Able to successfully demonstrate strong interpersonal and supervisory skills Able to engage with colleagues and elected members effectively to ensure that issues are prioritised and resolved and queries answered with high customer satisfaction rates Able to engage with a range of internal and external stakeholders in the production of reports, information and communications.	**X** **X** **X**		**A, I** **A, I** **A, I**

	Capable of dealing with the public and representatives of private sector organisations with tact, and with firmness when required	**X**		**A, I**
PROBLEM-SOLVING **Using initiative to overcome problems**	Ability to work across the service's operations, to identify a range of appropriate solutions to issues and problems. Ability identify and implement solutions to issues and be a champion of change.	**X** **X**		**A, I** **A, I**
Managing risk	Ability to consider and assess risks associated with improving services and raising customer standards. Ability to identify mitigating measures that may be implemented to minimise risk	**X** **X**		**A, I** **A, I**
Managing change	Ability and willingness to continuously improve through implementation of changes on a regular basis. Ability to promote change in a positive manner to others	**X** **X**		**A, I** **A, I**
ACCOUNTABILITY and RESPONSIBILITY **Undertakes tasks without supervision**	Ability to work independently and take ownership of key responsibilities of the post	**X**		**A, I**
Other	Commitment to Equality Commitment to Health & Safety Satisfactory Baseline Personnel Security Standard Check	**X** **X** **X**		**I** **I** **Document Checks (includes Basic DBS)**

	The ability to fulfil all spoken aspects of the role with confidence through the medium of English language. This includes the ability to converse with ease with customers and colleagues and provide advice in accurate spoken English	**X**		**A, I**

COMPETENCIES REQUIRED – All post holders must be able to comply with the Council's Expected Behavioural Standards which include:

- **Putting customers first;**
- **Being positive and adaptable;**
- **Taking responsibility and achieving results;**
- **Working together;**
- **We do what we say we will do when we say we will do it.**

In addition, for those posts with management responsibilities the Expected Behavioural Standards will include:

- **Service delivery and change management;**
- **Financial and resource management;**
- **Leading, motivating and developing.**

Other information

- able to travel to meet service delivery requirements
- available to undertake work outside of normal working hours

Signed Line Manager	Signed Head of Service	
Print Line Manager	Print Head of Service	Date