

**ROCHDALE BOROUGH COUNCIL  
JOB DESCRIPTION**

<b>SERVICE</b>	<b>:</b>	<b>PLANNING</b>
<b>SECTION</b>	<b>:</b>	<b>PLANNING &amp; DEVELOPMENT</b>
<b>LOCATION</b>	<b>:</b>	<b>FLOOR 3, NUMBER ONE RIVERSIDE, SMITH STREET ROCHDALE</b>
<b>JOB TITLE</b>	<b>:</b>	<b>PRINCIPAL PLANNING OFFICER (GROWTH)</b>
<b>POST NUMBER</b>	<b>:</b>	<b>PL0000000016</b>
<b>Grade</b>	<b>:</b>	<b>GRADE 9 £38,553-£42,614 (+ £3878 Market Factor Supplement)</b>
<b>Accountable to</b>	<b>:</b>	<b>HEAD OF PLANNING ASSISTANT HEAD OF PLANNING RELEVANT PROJECT PROGRAMME BOARD</b>
<b>Accountable for</b>	<b>:</b>	None
<b>Hours of Duty</b>	<b>:</b>	37 hours per week or, if subject to a job share, as agreed in writing between the post holder and management in accordance with the Authority's Scheme of Flexible Working and with service requirements including some out-of-hours working. 37 hours per week
<b>Any Special Conditions of Service</b>		Attendance at evening meetings which will be compensated in accordance with local conditions of service. Other occasional out of hours and weekend working as required.  The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the building which is wholly owned, leased or operated and occupied by the council  This post is not Politically Restricted in accordance with the current regulations  Casual Car User Allowance Payable

**The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.**

**ORGANISATIONAL CHART**

See accompanying sheet.

**PURPOSE AND OBJECTIVES OF THE JOB**

1. To provide for the effective and efficient delivery of services in Development Management with a specific focus on major, complex development proposals.
2. To act as lead planning officer for specific development programmes or projects and ensure that the planning elements of the project are delivered effectively, efficiently and in accordance with agreed programme timetables.
3. To provide a business minded and commercially aware approach to dealing with developers and investors.
4. To assist in providing advice, guidance and general supervision of team members and to issue high quality and legally robust decisions in accordance with the council's Scheme of Delegation.
5. To contribute to the development of statutory and non-statutory land use plans, strategies, frameworks, studies, briefs and programmes and to ensure their effective implementation.
6. To assist with the continual improvement, change in working practices and fee income generation to support the delivery of lean and effective services.

### **Control of Resources**

**Personnel:** Junior members of the team and any temporary staff and consultants who may from time to time be assigned to specific projects and activities.

**Financial:** To be responsible for the effective management, monitoring and efficient use of any project budgets and budget cost centres allocated to the post holder.

**Equipment/Materials:** Responsible for the efficient and effective use of equipment and materials used by the post holder and their team.

**Health/Safety/Welfare:** Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety policies of the council.

**Equality and Diversity:** To work in accordance with the authority's policy relating to the promotion of equality and diversity.

**Training and Development:** The post holder will be responsible for assisting in the identification and undertaking of their own training and development requirements and the training of others in accordance with the council's Performance Management Framework.

### **Relationships (Internal and External)**

#### **Internal:**

- Staff within the Economy Directorate.
- Programme Management Boards (or equivalent panels relating to projects).
- Relevant Officers in other Services and partner organisations.
- Elected Members of the Council.
- Trade Union representatives.
- Township Planning Panels, Planning and Licensing Committee, Township Committees and other Committees or Working Parties of the Council.
- Local Strategic Partnerships.

#### **External:**

- Members of the business community, developers and investors.

- Government Departments and Bodies.
- Transport for Greater Manchester.
- Planning Inspectorate.
- Members of the public, representatives of community groups / voluntary organisations
- Officers of other local authorities, AGMA, GMCA and other public service bodies.
- Private, professional and technical personnel (including builders and developers).
- Representatives of Government Departments
- The Heritage Lottery Fund.
- Members of Parliament.

### **Responsibilities**

The post holder must –

- (i) Perform their duties in accordance with legislation, the council's policies and procedures including Code of Conduct for Members and Officers, Codes of Practice, approved Delegation Scheme and any other policies;
- (ii) Perform their duties in accordance with the council's Equality and Diversity Policy; and
- (iii) Ensure that the council's commitment to public service orientation, equality and diversity and care of our customers is provided.

### **Values and Behaviours**

Approach the job at all times using the values set out below

- Proud
- Passionate
- Pioneering and Open

Be aware of and apply these behaviours at all times.

### **Principal Duties**

1. To act as lead planning officer for the council on major, complex and controversial development proposals at all stages of the planning process (and related matters) and ensure that cases are handled in a timely and professional manner to meet the necessary statutory, departmental, other project or performance related timescales as may be agreed.
2. To write clear, professional reports on complex planning issues for presentation to committee, project board, external groups or for decisions by the relevant management team within the Council.
3. To apply policy broadly, innovatively and creatively and take the lead role in negotiations on major, complex or controversial development proposals at all stages of the planning process (and related matters) and legal agreements with applicants and developers, local communities, other Council services, partner organisations and external agencies.
4. To contribute to the development of statutory and non-statutory land use plans, strategies, frameworks, studies, briefs and programmes and to ensure their effective implementation.
5. To sign off applications, consultation responses and other related decisions and reports for relevant committees, under delegated powers in accordance with the relevant scheme of delegation, and if necessary, referring matters for approval to the Head of Planning or Development Manager as appropriate and agreed within the scheme of delegation or any other established protocols.

6. To procure and thereafter instruct and manage external consultants, including specialist input into financial viability and other matters relating to development in accordance with the Council's Procurement Framework.
7. To advise elected members and all our customers (internal and external) with timely and professional advice on planning related issues in accordance with council policies, procedures and standards.
8. To ensure compliance with relevant legislation and service quality management procedures checking reports, recommendations and issuing decision notices for planning applications to be determined under delegated powers and/or the Planning and Licensing Committee.
9. To ensure the Council's Code of Conduct for Members and Officers dealing with planning matters is fully complied with.
10. To attend and provide professional advice on planning matters to the Township Planning Panels or Planning and Licensing Committee, or support other Committees, partnerships, public meetings or working parties of the Council, as may be required by the Service Management Team.
11. To advise the public, developers, other professional groups, organisations and individuals and other Council Services, Members of the Council and Members of Parliament on development management issues and procedures offering advice and guidance, including the initiation of correspondence, on such matters in accordance with service and council policies and objectives.
12. To advise and/or present the council's case on planning appeals including the preparation of statements and proofs of evidence; appearing at public local inquiries as the Council's expert witness where required.
13. Identify and implement business improvements to all stages of the development management process to improve customer outcomes and maximise efficiency.

### **Secondary Duties**

1. To provide relief cover for other team members to ensure continuity of service, including deputising for the Development Manager as may be appropriate.
2. To participate in training (both as a trainer and a trainee) of staff within the service and/or elected Members and colleagues from other Services.
3. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Management Team in consultation with the post holder and their trade union representative, as appropriate.
4. To ensure that any quality management systems or procedures in operation within the Service are effectively implemented, managed, operated and reviewed in accordance with the service requirements.

Job Description prepared by Daniela Ripa

Date August 2022

Agreed by Post holder

Date

## Rochdale Borough Council Person Specification

<b>Service :</b>	<b>Planning</b>	<b>Post:</b>	<b>Principal Planning Officer (Growth)</b>
<b>Section :</b>	<b>Planning &amp; Development</b>	<b>Post Number :</b>	<b>PL000000016</b>
<b>Job Ref:</b>		<b>Grade:</b>	<b>9</b>

### **Note to Applicants:**

- *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.
- *How Identified* column shows how the Council will obtain the necessary information about you.
- If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet these criteria. You should include examples from your paid or voluntary work.

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<b>Essential Criteria</b>	<b>How Identified: AF Application Form I Interview A Assessment</b>
<b>(a) Qualification and Experience</b>	
<b>1</b> Educated to degree level in Town and Country Planning or related subject and eligible to attain Chartered Membership of the RTPI	<b>AF</b>
<b>2</b> Extensive experience in planning and development management, leading major and complex pre-application enquiries, applications and/or appeals, including negotiating improvements to schemes and securing added value.	<b>AF / I</b>
<b>3</b> Experience of delivering change and improving the quality and efficiency of services	<b>AF</b>
<b>4</b> Experience of preparing development briefs, masterplans, strategies and policies in accordance statutory requirements, national / local policies and corporate / strategic objectives.	<b>AF / I</b>
<b>(b) Skills and Knowledge</b>	
<b>5</b> Demonstrate your ability to produce written work to a high standard and to review the work of others, to ensure robust, quality and enforceable recommendations and decisions to meet service standards and legislative requirements.	<b>AF</b>
<b>6</b> Demonstrate your up to date knowledge and experience of Town and Country Planning and related legislation, regulations, policies and guidance	<b>AF / I / A</b>
<b>7</b> Ability to apply planning policies broadly, innovatively and proactively to resolve complex planning issues, and persuade others to a particular view.	<b>AF / I / A</b>
<b>8</b> Advanced interpersonal and communication skills (verbal, written and presentations) and ability to communicate at all levels with staff, elected members and the public.	<b>AF / I / A</b>
<b>9</b> Ability to work under pressure to meet targets and to manage projects, commission specialist consultants and work within agreed budgets and timescales.	<b>AF / I</b>
<b>10</b> Demonstrate your motivational and leadership skills and ability to	<b>I</b>

	work with others to find solutions and achieve positive results.	
<b>11</b>	Provide examples of your commercial awareness and business focussed approach, to support growth and investment in the borough.	<b>I</b>
<b>(c)</b>	<b>Values and Behaviours</b>	
<b>12</b>	<p>Approach the job at all times using the values set out below:</p> <ul style="list-style-type: none"> <li>• Proud</li> <li>• Passionate</li> <li>• Pioneering and Open</li> </ul> <p>Please confirm you are willing to adhere to these values and behaviours</p>	<b>AF</b>