

Principal Planning Officer

Service	Reporting to	Location	Grade
Planning – Development Management	Strategic Manager (Development Management)	Salford Civic Centre / Hybrid	4C

About the role

- As a Principal Planning Officer, you will be responsible for managing a caseload primarily consisting of large-scale major developments and complex planning applications. These will typically include projects such as residential schemes exceeding 50 dwellings, commercial developments over 2,500 sq.m of floorspace, high-rise development, mixed-use proposals, and significant regeneration initiatives. You will be expected to deliver clear, accurate, and well-reasoned reports and recommendations in a timely manner, ensuring compliance with current legislation and relevant policy updates.
- Working as part of, and often leading, a multi-disciplinary team of officers to successfully deliver on major projects.
- Lead pre-application discussions, offering expert guidance on major and complex planning proposals. Take a proactive, solution-focused approach to help secure practical and deliverable outcomes.
- Prepare and brief the Chair of the Planning Panel on cases scheduled for decision, and present them at Panel meetings, including addressing questions and providing clarification to Panel members.
- Prepare and present proofs of evidence, statements of common ground, and other appeal-related documents for Public Inquiries arising from planning permission refusals or disputed planning conditions. Represent the council at hearings and inquiries, including presenting the case and being subject to cross-examination.
- Ensure decisions are made within statutory timescales and records of discussions with applicants or agents are kept up to date to prevent the return of planning fees.
- Negotiate, review and advise on details of complex planning related legal agreements. As part of this, have a good understanding of complex financial viability assessments and be able to challenge developers on their case to secure significant public benefits.
- Leading on service improvements to achieve cost efficiency and effectiveness whilst project managing your work to ensure KPIs are met/exceeded in terms of timeliness and quality of output, adding value wherever possible.
- Leading on aspects of delivery and improvement of business management systems, procedures and processes.
- Providing supervision, guidance and support for junior colleagues to share knowledge and improve performance.
- Review recommendations of junior colleagues and make decisions on their applications under delegated authority on behalf of the council.

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Key outcomes

- Contribute positively to the continued growth of the city whilst preserving its natural, cultural and historical assets, including the delivery of the council's statutory heritage functions in relation to conservation areas and listed buildings.
- Secure the delivery of high quality, sustainable development by improving the quality of proposals wherever possible.
- Contribute to an innovative, digitally driven service that focuses on the needs of its customers.
- Timely determination of planning and related applications so as to support the good growth agenda of the council.
- Display a high level of technical competence, maintaining a thorough and up to date knowledge of relevant legislation and guidance and apply this to ensure legally sound, robust recommendations and decisions on planning and related applications.
- To give accurate advice on planning matters to applicants and their agents, members of the public, councillors and others as necessary.

What we need from you

- Proven technical skills and ability in the role with a record of accomplishment for delivering outcomes.
- Professional credibility through proven relevant experience.
- To model and demonstrate our values and behaviours.
- Proven delivery of high quality, customer focussed and timely development management services.
- Excellent level of ability to prioritise and manage a challenging workload.
- Excellent technical ability and appropriate level of knowledge and understanding of current and emerging planning legislation.
- Communicate effectively and concisely, be well organised and efficient, have a positive attitude, be proactive and solve problems to produce well balanced outcomes.
- Negotiate and work positively with applicant teams in order to find solutions and obtain high quality outcomes within given time constraints.
- Have a planning degree and be eligible for membership of the Royal Town Planning Institute.
- Have a proven track record of successfully managing a caseload of large-scale and complex planning applications.

What we can offer you

Your ongoing professional development and success in your role is important to us, and that is why we provide a variety of learning and development opportunities. Within the sections below you will find development options tailored to you which will enable you to further develop your existing skills and learn new ones at a pace that suits you best. If you are joining us now, your development will form part of ongoing discussions with your manager. If you are an existing employee, you should use your Personal Development Reviews to discuss your development with your manager and create your development journey. It's important you also take full advantage of any informal learning available to you during the course of your work.

Online learning

Develop your knowledge across a wide range of areas through our Me-Learning platform, with over 200 free courses to choose from. To have the best possible start and comply with current legislation, you must complete the following modules: Welcome to Salford, Health and Safety in the Office, GDPR, Equality Essentials, and Safeguarding Children and Adults. You may also benefit from a variety of courses in categories such as Business Skills, IT and Project Management which are available to learn at your own convenience and pace.

Professional Development

Gain role specific skills and time to learn through a wide range of development opportunities. Learn whilst working and get support towards your qualification through an apprenticeship standard. Access professional development ranging from entry level to master's type qualifications, including achieving a role appropriate qualification. Details can be found on [the Institute of apprenticeships](https://www.instituteforapprenticeships.org/) website.

A digital organisation

Developing your digital skills

Our ambition is to provide our workforce with the right level of digital capabilities needed to be successful. Whatever your current digital abilities are, we can provide development ranging from essential workplace skills to specialist workplace skills. These will be delivered through our Digital Skills Academy using both self-directed and guided learning opportunities to enable you to develop. Additionally, you can access free online courses through the [iDea website](#).

Sharing your digital skills

Our goal is to support you to share your digital knowledge with other people. Our Digital Eagles programme has been designed to cover basic digital skills and build your confidence to assist others. By the end of this programme you will join hundreds of staff members who already are digital eagles, and be able to help colleagues, customers, residents, or people in your personal life with all things digital.

Our organisation's values

We have four values: Pride, Passion, People, Personal responsibility.

[Our four values](#) are central to the way we communicate about the council and the way in which we behave with colleagues, customers, and partners - so that we live and breathe our values each day.

Our values



Pride

Passion

People

Personal responsibility

Application guidance

We are a values-based organisation so reflecting our values or a values-based approach in your evidence will support your application.

The different sections of this role profile are there to give you an understanding of the purpose of the role. The 'what we need from you' section outlines the minimum criteria you will need to meet within your application.

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