

Job Profile

Position Details	
Post	Principal Planning Officer
Service Area	Regeneration, Planning and Development
Reports to	Team Manager
Grade	PO6
Job Family	To be completed by HR

Role Purpose
<p>To carry out functions pursuant to the Town & Country Planning Act 1990 (as amended).</p> <p>Supervision of professional/technical staff will be required for the deputy team manager role. The Principal Planning officer role may provide mentoring and supervision to individual officers or teams on project specific work.</p>

Main Responsibilities
<ol style="list-style-type: none">1. Oversee and where required undertake all activities and processes associated with the administration of planning and related applications and appeals including the creation and input of records and planning case files, planning appeals and application enquiries and enforcement matters.2. Process a range of planning and related applications for small to large/complex proposals, from initial referral through to final decision and appeal, including the production of reports and appeal statements and appearance as required at hearings and Inquiries on behalf of the Council.3. Undertake/lead negotiations and make recommendations on all types of planning and related applications including the consideration of S106/CIL in line with agreed outcomes/performance objectives.4. Provide detailed and high quality professional/expert advice on all Development Management matters, including at public meetings/forums and in writing.5. Contribute actively to and where required take responsibility for the implementation of measures and actions consistent with the ongoing development and improvement of the development management service – for the benefit of its users and staff and to support the efficient delivery of corporate plan, performance and budgetary outcomes.

Generic Responsibilities

1. Contribute to the aims and objectives of delivering sustainable development.
2. Consult, engage and advise customers, communities, colleagues, elected Members and other interested parties as required by legislation, Council policy and professional good practice and ensure effective and high quality responses to all enquiries and comments (including corporate complaints).
3. Lead on the management/delivery of complex and sensitive projects or a caseload of applications/projects involving multiple stakeholders, and funding streams.
4. Support the Team Manager to meet/exceed defined financial and performance objectives for the team and support and take a leading role in the delivery of initiatives to improve the quality and performance of the Planning Service.
5. Prepare and supervise the production of high quality reports and briefings and make decisions in accordance with the agreed scheme of delegation.
6. Present at Committee meetings and other high level public meetings.
7. Take responsibility for the development, coaching and mentoring of individual staff in accordance with the objectives of the Council Workforce Strategy
8. Promote, support and deliver the implementation of Council transformation programmes, alongside the corporate plan commitment to ensuring efficient, cost effective service delivery and continuous improvement.
9. Ensure the effective promotion of customer offers and services consistent with the delivery of income targets and effective customer fulfilment across the Planning Service.
10. Promote and enable smart working across the service and take responsibility for the delivery of the Council people strategy within the team, including taking responsibility for own career and personal development.
11. Carry out other duties within the competence of the postholder as may be reasonably required from time to time.
12. As the case officer, lead the effective processing of large scale, complex strategic planning applications with a high level of political sensitivity and profile – through all stages of the development process from pre-application stages through to implementation and completion.
13. Act as a mentor to enable and support the development of junior staff in the negotiation, management and delivery of complex development proposals within project and regeneration schemes as part of wider place based regeneration proposals.
14. As the identified case officer for major planning projects, provide practical and strategic advice and support to teams across the Directorate and the Council and its partners in the development, submission and delivery of complex physical regeneration and planning proposals (and initiatives) in line with the corporate plan priorities for Haringey.
15. Promote the development and implementation of advanced project and programme and reporting systems to ensure the effective management and delivery of programmes, projects and applications within the Council.

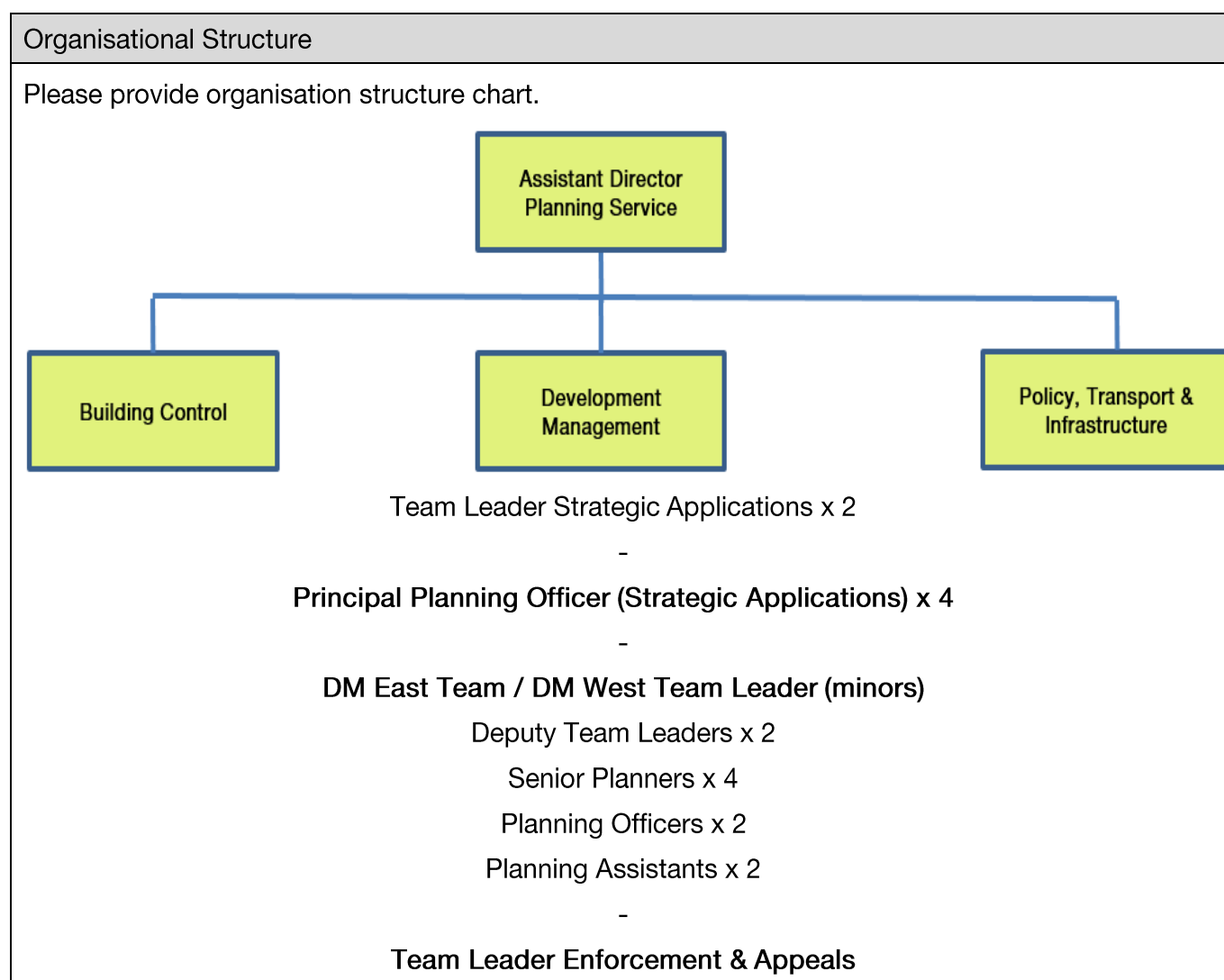
16. Support the Team Manager in the provision, management and monitoring of a responsive, high quality charged pre-application advisory service,
17. Pro-actively engage with Councillors, developers and community representatives/residents and businesses to enable the prompt and efficient implementation of developments approved by the Local Planning Authority.
18. Act as the Council expert witness in support of planning arguments to support planning and related appeals to the planning inspectorate and proceedings in the High Court in respect of planning and related provisions (including advice to support CPO).
19. Providing expert input into the preparation and delivery of expert commissions and studies to underpin the development of policies and strategies and to support the effective assessment and determination of complex planning applications and appeals.

Education / Qualification / Experience	E (essential) D (desirable)	A (application) I (interview) T (test)
Degree or recognised post graduate qualification in planning, urban design, conservation practice, regeneration or a related discipline and substantial relevant experience in one of the specialist areas of this service or in a related professional discipline	E	A
Eligibility for membership of RTPI or other relevant professional body	E	A

Knowledge, Skills & Abilities	E (essential) D (desirable)	A (application) I (interview) T (test)
Extensive understanding of the regulations and processes for one or more of the following: <ul style="list-style-type: none"> development management planning policy urban design architecture/conservation practice planning enforcement 	E	A / I
Thorough awareness of current issues and a working knowledge of legislation relevant to the team's work	E	A / I / T
Ability to motivate others and successfully work under pressure and meet deadlines, performance targets and produce a regular consistent output to work	E	A / I
Excellent verbal, written communication and presentation skills	E	A / I / T
Understanding of and ability to deliver high quality service and cost effective, excellent customer care	E	A / I
Sound understanding of project development, management and delivery including experience of managing contracts and projects to deliver effective commissioned outcomes.	E	A / I
Good numerical and IT skills, including experience in the application of planning related and geographical information systems (GIS) and Microsoft packages	D	A / I / T

Knowledge, Skills & Abilities	E (essential) D (desirable)	A (application) I (interview) T (test)
Demonstrate an understanding of contemporary practice operating customer centric services in Local government	D	A / I
Capable to proactively engage local communities and other key stakeholders in all aspects of the development and delivery of service	E	A / I
Ability to negotiate successfully and influence outcomes	E	A / I
Advanced and highly developed analytical and problem solving skills	E	A / I

Main Contacts & Other Information
<u>Main Contacts:</u> Head of Development Management & Planning Enforcement Team Leader – Strategic Applications



Principal Planning Enforcement Officer

Senior Planning Enforcement Officers x 2

Planning Enforcement Officers x 2

Planning Assistants x 2

Additional Information

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
x				
Are the staff based at the same work location?				N/A
Will the post holder be responsible for contract / agency / project staff?				No

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties	Y	90	Use of a computer	Y	90
Audio typing	N		Crisis or conflict situations	N	
Walking more than a mile	N		Manual handling	N	
Working alone or in isolation	Y	5	Working in confined spaces	N	
Driving a car, van or minibus	N		Preparing or serving food	N	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B	N		Working in awkward positions, e.g. stooping, bending, reaching	N	
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances	N		Operating heavy or hazardous machinery including forklifts, diggers or cranes	N	
Regular and repetitive movements	N		Working shifts / unsocial hours, nights	N	
Outdoor work involving uneven surfaces	N		Standing or sitting for prolonged periods	N	

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights	N		Working at heights / on ladders, roof work	N	
Teaching, or responsibility for, children	N		Outdoor work involving extremes of temperature	N	
Electrical hazards	N		Control and restraint	N	

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:
N/A
Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:
N/A
Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:
N/A
Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:
N/A
Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:
N/A
Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:
N/A