

## Job Profile

Position Details	
Post	Planning Officer / Conservation Officer / Design Officer (P02) (P03) Senior Planning Officer / Senior Conservation Officer / Senior Design Officer (P04)
Service Area	Regeneration, Housing and Planning
Reports to	Team Manager / Principal Planner
Grade	<b>PO2-P04</b>
Job Family	To be completed by HR

Role Purpose
<p>To carry out planning policy functions pursuant to the Town &amp; Country Planning Act 1990 (as amended).</p> <p>Some responsibility for supporting, developing and mentoring staff may be required as outlined in the duties for the higher level</p>

Main Responsibilities
<p><b>Policy</b></p> <ol style="list-style-type: none"> <li>1. Support and take responsibility for the work of the team in the development, implementation, review and monitoring of local planning policies and strategy, including the Statutory Development Plan, Infrastructure Plans, Neighbourhood Planning, Supplementary Planning Documents and Conservation Area Character Appraisals.</li> <li>2. Participate in and lead as required the determination of applications for the registration of community assets and land (including as village greens) including the administration and chairing of panel sessions where required and the reporting of decisions.</li> <li>3. Take responsibility for and lead projects relating to the development and maintenance of an up to date evidence base to inform and to support planning policy and planning decisions within the Directorate.</li> <li>4. Provide expert advice relating to planning policy and related matters (such as, sustainability appraisal, conservation, environmental protection, design, land uses) and community infrastructure at pre-application and planning application stage and where appropriate as an expert witness in support of planning and related appeals.</li> <li>5. Support the work of the team and participate and/or lead activities associated with the organization of events and the dissemination of information arising from statutory and non-statutory consultations on development plan and related documents and projects.</li> </ol>

6. Prepare and present technical reports for public forum on policy and related matters including reporting the effectiveness and performance of planning policy (such as the AMR) to Council and public meetings.
7. Provide technical assessments and draft responses to the policies and strategies of other agencies, such as Government, Mayor of London, adjoining authorities and other statutory bodies.

### **Development Management**

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.

### **Planning Enforcement and Compliance and monitoring**

1. Carry a personal caseload of enforcement investigation cases or pro-active compliance cases including monitoring of implementation for CIL liability purposes, including responsibility for the prompt, full and efficient investigation of complaints and allegations of unauthorised developments (through, site visits, research and interviews with related persons) and monitoring of compliance of major applications in relation to compliance with conditions and section 106 clauses and make recommendations with regard to appropriate action.
2. Take appropriate notes, provide accurate records, prepare written reports and provide written statements consistent with the effective investigation and pursuit of legal action against unauthorised breaches of planning and related legislation.
3. Consider the merits of applications for planning permission arising from investigations or enforcement action and liaising with the Team Leaders for Development Management where appropriate.

4. Take and prepare statements of evidence as requested by the Borough Solicitor and appear as required as the Council's expert witness at Court in support of Council's enforcement decisions.

5. Prepare and serve enforcement and other notices and orders, attend and support default and other action pursuant to remedying breaches and where appropriate attend court and other hearings consistent with the effective delivery and resolution of enforcement breaches.

6. 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 and enforcement service – for the benefit of its users and staff and to support the efficient delivery of corporate plan, performance and budgetary outcomes.

### **Design and Conservation**

1. Act as advocate for and develop, implement and continuously review and monitor strategies (including statutory and non-statutory policy, Conservation Area Appraisals, Planning briefs etc) to promote good design and the effective management, enhancement and protection of built heritage across the borough.

2. Provide expert advice on Heritage and/or design matters to public meetings/Committee, senior officers and external agents involved in development, throughout the pre-application, consultation and post decision stages, including acting where appropriate as advisor to public/internal panels and the Planning Committee on design and or heritage matters.

3. Lead and commission projects and activities consistent with the promotion of high quality design and/or the effective management of heritage areas/assets. This is likely to include engagement with external agencies and stakeholders, including communities, developers/specialists and elected representatives on behalf of the Council.

4. Provide comprehensive advice on design and heritage related issues for the Council, including recommended responses to the policies and strategies of other agencies, such as Government, Mayor of London, Historic England, adjoining authorities and other statutory and non-statutory bodies and important funding agencies.

### **CRITERIA FOR PROGRESSION P02 – P04**

Progression from PO2 to PO3 to PO4 will require the postholder to demonstrate a proven ability to fulfil the duties listed above and proven potential to work to the higher standards below. Progression is also dependent on the service need and work being available at the higher levels.

### **At PO3**

1. Lead on the development of innovative approaches to community involvement, building on current policy and research

2. Develop and maintain relationships with other teams in the Council and with external organisations to learn and share best practice.
3. Support, develop and mentor assigned staff on all aspects of the team's work as required.
4. Lead on the negotiation and completion of legal agreements (S106, CIL or Highways S278) with developers on appropriate applications.
5. Display thorough understanding of current policy and research relating to the service area and where appropriate the wider operations of the Council.

*At PO4 as all of the above but with the following higher standards*

6. Initiate/identify solutions to complex problems, on a range of subject areas with a critical impact on policy or services.
7. Initiate and lead on small to medium sized projects, leading on all aspects of the project from initiation to completion and supervising project support staff and external consultants.
8. Develop and monitor external funding submissions and closely monitor budgets in accordance with funding agreements
9. Ability to contribute effectively to decision making within areas that have a major impact on service provision and/or areas that lead to the setting of work practices.
10. Support senior staff and Team Leaders on larger, more complex cases.
11. Support senior staff and Team Leaders in successfully dealing with queries from elected members, the press office and external stakeholders on sensitive and complex issues.
12. Lead on the development, implementation and continuous review of policies and processes, as appropriate.
13. Deputise for senior officers and Deputy/Team Leader as required at formal and informal meetings and forum, outside of normal working hours.

#### Generic Responsibilities

1. Contribute to the aims and objectives of delivering sustainable development within Haringey as defined by the Council or national planning policy.
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. Engage with and support the Planning Services with the effective delivery against the agreed performance management framework for the service and Corporate Plan.

4. With supervision, manage a number of complex projects involving multiple stakeholders, and funding streams effectively dealing with competing priorities.
5. Prepare professional reports, recommendations and briefings with limited supervision, communicating complex issues clearly and succinctly.
6. Support the Team to meet/exceed defined financial and performance objectives for the team and Service and to support and participate in the delivery of initiatives to improve the quality and performance of the Planning Service.
7. Prepare for and present at Committee meetings and other public meetings.
8. Commit to the development of professional and technical competencies associated with the post holder activities in line with the Council Workforce Strategy
9. Carry out other duties within the competence of the post holder as may be reasonably required from time to time.

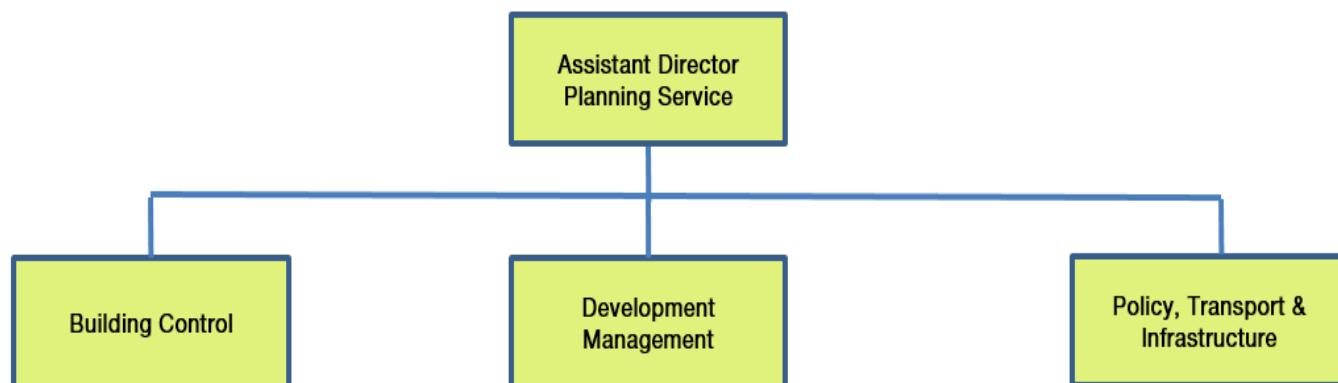
Education / Qualification / Experience	E (essential) D (desirable)	A (application) I (interview) T (test)
Degree in planning, transport planning, urban design, conservation/heritage management, regeneration or a related discipline and substantial relevant experience in one of the specialist areas of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

Knowledge, Skills & Abilities	E (essential) D (desirable)	A (application) I (interview) T (test)
<p>Evidence of sound understanding of the regulations and processes of the service and able to demonstrate how they are equipped to succeed in the delivery of one or more of the following service areas:</p> <ul style="list-style-type: none"> <li>• development management</li> <li>• planning policy</li> <li>• urban design</li> <li>• conservation</li> <li>• planning enforcement</li> <li>• developing of funding bids and delivery programmes</li> </ul>	E	A / I / T

Knowledge, Skills & Abilities	E (essential) D (desirable)	A (application) I (interview) T (test)
• transport planning		
Awareness of current issues and a working knowledge of legislation relevant to the team's work to enable provision of high quality advice	E	A / I
Ability to 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 excellent customer care	E	A / I
Sound understanding of project management tools and techniques and experience of managing projects.	D	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
Demonstrate an understanding of commercial realities and political awareness	D	A / I
Demonstrate an ability to successfully and proactively engage local communities and other key stakeholders in all aspects of the service	E	A / I
Ability to lead small projects/commissions and negotiate successfully to deliver agreed outcomes	E	A / I
Good analytical and problem solving skills	E	A / I

Main Contacts & Other Information
<u>Main Contacts:</u> Head of Policy, Transport & Infrastructure Head of Development Management & Planning Enforcement

## Organisational Structure



### **East / West Team Manager (\*x 2)**

Deputy Team Manager\*

Principal Planner\*

Senior Planner\*

Planning Officers x 2\*

Planning Assistant\*

### **Strategic Applications Team Leader**

Principal Planner x 3

Principal Conservation Officer

Principal Design Officer

Conservation Officer

### **Team Leader Enforcement & Appeals**

Principal Planning Enforcement Officer

Senior Planning Enforcement Officers x 2

Planning Enforcement Officers x 2

Planning Assistants x 2

## Additional Information

Please complete the additional information as fully as you can.

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	60	Use of a computer.	Y	60
Audio typing.	N		Crisis or conflict situations.	Y	
Walking more than a mile.	N		Manual handling.	N	
Working alone or in isolation.	Y		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	
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:
Updating planning database with information on enforcement cases
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