

Regeneration, Planning and Development – Job Description

POST: Deputy Team Manager/Principal Planning Officer

GRADE: PO6

RESPONSIBLE TO: Team Manager

RESPONSIBLE FOR: 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.

BASIC OBJECTIVES OF THE POST

Principal Planning Officer

1. To apply high levels of professional expertise in the field of town planning to the development and/or assessment of complex and politically sensitive proposals, publications or related outcomes that support delivery of the corporate plan.
2. The post holder is expected to be able to apply significant and wide ranging knowledge and experience in the area of town planning and to assume responsibility for the delivery of complex project or application outcomes.
3. Using their knowledge advanced level negotiating skills, the post holder is expected to be able to act as the “lead officer”; including engagement with and effective management of all stakeholders and to prepare and present to a range of audiences comprehensive reports on complex and technically challenging planning matters.

Deputy Team Manager

1. To provide management support and assistance to the Team Manager in the delivery of a suite of town planning and related services. The post holder is expected to actively engage in the monitoring, reporting and delivery of performance outcomes for the team alongside active management of the team and projects to support continuous improvement of the service for its users.
2. Subject to authorisation via the scheme of delegation, the post holder may be responsible for decision making on small scale planning and related applications.

3. The Deputy Team Manager role will require the post holder to actively support all corporate and workforce development programmes and follow and promote corporate governance and compliance requirements.
4. The post holder will also be expected to support Directorate and service development projects and programmes and to deputise for the Team Manager in the processing and efficient administration of all applications within the team (including supporting junior staff).
5. In addition, the post holder is expected to take responsibility for a personal caseload of planning applications/projects consistent with the work of the team.

MAIN DUTIES & RESPONSIBILITIES

These posts are generic within the Planning service. The specific responsibilities relevant to each post are listed with the particular team in which the postholder is working.

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.

In addition to these generic items, dependent on the role, the post holder will be expected to carry out the following role specific duties:

Development Management – Deputy Team Manager

1. Process a personal caseload of complex planning applications and take responsibility for the review and determination (in line with the scheme of delegation) of application handled by more junior staff for small scale and simpler proposals, from initial referral through to final decision and appeal, including the production of reports and appeal statements.
2. Support the team manager and junior staff and lead the negotiation and improvement to planning applications.
3. Support the team manager in the management of team performance in line with the Corporate and Directorate Service Plan priorities, including providing active management of performance amongst team members, decision making and reporting and the undertaking of corrective and service improvement tasks to ensure a consistently and recognisably high quality development management service..
4. Lead the provision, management and monitoring of a responsive, high quality charged pre-application advisory service,
5. Lead engagement with Councillors, developers and community representatives/residents and businesses to enable the prompt and efficient implementation of developments approved by the Local Planning Authority.
6. Support the team manager in the operation and delivery of effective appeal processes to support decision making within the Service, including the preparation and presentation of all relevant material, undertaking monitoring and feedback and supporting junior staff in the pursuit of simple appeals.
7. Provide advice and guidance and take responsibility for the effective administration and coordinated delivery of planning enforcement by the team.

Development Management – Principal Planning Officer

1. 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.

2. 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.
3. 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.
4. 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.
5. Support the Team Manager in the provision, management and monitoring of a responsive, high quality charged pre-application advisory service,
6. 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.
7. 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).
8. 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.

Planning Enforcement

1. Act as the lead officer/planning professional on enforcement projects and related enforcement activity/initiatives, including developing and delivering strategies for coordinated and targeted cross council activities to support the realisation of corporate plan objectives.
2. Act as the principal enforcement officer to provide specialist support to other enforcement staff working within and beyond the team, including within other parts of the Council. Carry a personal caseload of complex enforcement cases and investigate or facilitate actions that progresses them to a successful outcome.
3. Prepare reports and support junior officers in the preparation of written statements for submission to the Team Manager of recommendations for courses of enforcement action.
4. Support the development and implementation of planning and related policies to enable effective and efficient enforcement in the borough.
5. Consider the merits of applications for planning permission arising from investigations or enforcement action and liaising with the Team Manager where appropriate.

6. Take and prepare statements of evidence as requested by the Borough Solicitor.
7. Appear as required as the Council's expert witness at Court in support of Council's enforcement decisions.
8. Prepare and serve enforcement and other related notices and orders under Town and Country Planning legislation as deemed appropriate and progress prosecution cases.
9. Facilitate and support the delivery of all enforcement outcomes, including the taking of action in default, and the exercise of complementary legislation (such as proceeds of Crime) to support the prompt and cost effective resolution of all breaches of planning control.
10. Oversee the collection and reporting of enforcement performance management information, including identifying steps to address performance shortcomings/challenges.

Policy

1. As directed by the Team Manager, lead the development, implementation and continuous review and monitoring of the Council's planning policies and plans, including the Local Plan, Supplementary Planning Documents and Strategies and Conservation Area Character Appraisals.
2. Provide expert advice relating to planning policy at pre-application and planning application stages.
3. Disseminate information and organise events for information sharing on national, local and regional policy developments.
4. Support the Team Manager in the delivery and maintenance of the Council's S106/CIL and infrastructure planning regime, including supporting junior staff in the administration and deployment of CIL and S106 funds to deliver strategic and local infrastructure outcomes.
5. Provide leadership, expertise and support for Neighbourhood Forums in the development and delivery of neighbourhood planning across the Borough – including the administration and consultation roles of the LPA, and the delivery of procedures surrounding adoption of the neighbourhood Forum's plan.
6. Monitor the effectiveness of planning policy and prepare reports to public meetings for decisions in relation to Planning and related policies.
7. Conduct sustainability and environmental assessments in line with planning regulations.
8. Develop and lead community engagement activities to support the development of policies and strategies on behalf of the service, including designing and participating in community and member engagement activities during and outside of office hours.

Design and Conservation

1. Lead the development, implementation, review and monitoring of the Council's activities to promote good design and the protection of built heritage across the borough.
2. Support the effective development, promotion and implementation of the Haringey Design Charter, and associated initiatives that support the promotion of high quality design across the Borough.
3. Lead the preparation of Conservation Area Character Appraisals, management Strategies/Plans and associated audits/reviews on behalf of the Council, including contributing to planning briefs, scheme design appraisals and pre-application advice to developers
4. On behalf of the Local Planning Authority provide comprehensive expert advice on heritage and/or design issues pursuant to all areas of the Council's activities.
5. Act as the Council liaison with Conservation Area Advisory Committees and National and Regional heritage agencies and respond to the policies and strategies of other agencies, such as Government, Mayor of London, English Heritage, adjoining authorities and other statutory bodies.
6. Lead on the submission and management of relevant funding bids, including the development and delivery of associated projects/commissions in relation to design and/or conservation matters.

Regeneration, Planning and Development – Person Specification

POST:	Deputy Team Manager/Principal Planning Officer
GRADE:	PO6
RESPONSIBLE TO:	Team Manager
RESPONSIBLE FOR:	Supervision of staff by Deputy Team Manager is required. Some supervision of junior staff may be required for the Principle Planning Officer role.

The Person

A qualified Planning professional, with substantial and specialist experience in one or more of the related disciplines outlined in the job description.

These are the qualities we believe to be necessary to do this job. You should clearly show in your application how your skill/experience potential meet some or all of them, as the shortlisting decision will be based on our assessment of you against these criteria.

The final assessment process will also seek to assess these characteristics.

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 / I
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: - 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	E	A / I

Knowledge, Skills & Abilities	E (essential) D (desirable)	A (application) I (interview) T (test)
pressure and meet deadlines, performance targets and produce a regular consistent output to work		
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
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

Personal Style & Behaviour	E (essential) D (desirable)	A (application) I (interview) T (test)
Inspires confidence and trust with people at all levels internally and externally	E	A / I
Deals well with conflict resolution	E	A / I
Innovates and supports new ideas and seeks to understand how they can be applied to improving customer outcomes	E	A / I
Continuously develops and updates professional expertise and provides positive role model for personal development in line with the workforce strategy	E	A / I
Organises own work and able to supervise the work of others to maximise efficiency and productivity	D	A / I
Flexible approach to working hours, location and getting the job done	E	A / I
Acts with tact and diplomacy in all aspects of work	E	A/I
Shows initiative and is a proactive self starter	E	A/I
Ability to think critically	E	A/I
Committed to the achievement of equal opportunities in both employment and service delivery	E	A / I