

Role Specification – Principal Planning Officer – Specialist Services

Service Area	Specialist Services
Role Title	<ul style="list-style-type: none"> Principal Planning Officer
Role Family	<ul style="list-style-type: none"> Specialist Services
Location	<ul style="list-style-type: none"> Oxted/Agile
Operational Reporting Line	<ul style="list-style-type: none"> Specialist Services Manager
Functional Reporting Line	<ul style="list-style-type: none"> Head of Planning
Grade	<ul style="list-style-type: none"> M4

Service Area Purpose

- Specialist Services provides a professional and efficient service to external customers in the three main business areas (themes) which are:
 - Regulatory (Including Planning)** – Services that protect the public, the environment, homes and communities
 - Resident Support** – supporting our more vulnerable customers that may need higher levels of support, such as housing and benefits
 - Business and Income** – Services that collect income for the council and support business customers

Specific Responsibilities

- To assist the Head of Planning with ensuring the effective functional management of the team, deputising where necessary and to assist with the implementation of projects and actions identified within the service Delivery Plan and associated service development projects.
- To assist other team members when appropriate in dealing with the processing of planning applications and enquiries, including giving professional advice and technical guidance on planning matters of all complexities.

- Directly responsible for processing and negotiating primarily major and minor planning applications and carrying out delegated decisions in accordance with the scheme of delegation.
- Assisting with preparation of committee agendas, attending meetings and presenting.
- Processing of planning appeals, including writing appeal statements and attending Inspector's site visits, informal hearings and Public Inquiries.
- Liaising with other departments in the Regulatory Services department, including enforcement and providing a joined-up approach to cases.

Corporate Responsibilities

- Act as a Business Partner, advising and supporting teams across the organisation.
- Provide technical mentoring and support, encourage transfer of specialist knowledge, share best practice, new legislation and associated changes to processes and scripts and have oversight of the end-to-end process or customer journey and related contract.
- Support the embedding and development of ways of working and the Council's Attitudes and Approaches.

Person Specification

M4:

Qualifications / Education

Essential	Desirable
<ul style="list-style-type: none"> • Degree level qualification • Corporate Membership of Royal Town Planning Institute • Full driving licence and use of a car 	<ul style="list-style-type: none"> • Evidence of a commitment to continuous professional development

Experience

Essential	Desirable
<ul style="list-style-type: none"> • Substantial operational experience in a generalist role or through general management experience. • Advanced professional competence / expertise and proven relevant experience, with the ability to apply knowledge across the whole work area. • Experience of making a substantial contribution to the formation of policy/ service development and/or implementation. 	<ul style="list-style-type: none"> • Working in a matrix environment where cross team and corporate working are essential. • Some experience in contributing to policy/ service development and/or implementation.

<ul style="list-style-type: none"> • Professional competence / expertise and experience in the service area, with the ability to apply knowledge across a range of activities in the area. • Managing conflicting priorities sometimes under pressure. • Experience of working with Councillors within the planning process and an understanding of key corporate issues involved. • Experience of presenting reports to Planning Committee and preparing and giving evidence at planning Hearings and Inquiries. • Understanding of data protection. • Commitment to and understanding of equality and diversity. 	
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Key Skills and Knowledge

Essential
<ul style="list-style-type: none"> • An in depth understanding of UK Policy and Development Management systems and the statutory framework for the determination of planning applications and provision of planning advice. • Knowledge of the current policy trends and pressures influencing the planning sector proposed changes to the planning system. • Excellent communicator with ability to communicate effectively with a range and variety of audiences, and work well with teams. • Good influencing skills with ability to provide detailed advice and explain the Council's position on particular issues. • Ability to assimilate complex as well as difficult/ varied information and to exercise judgement and creative thinking in resolving a range difficult problems and developing solutions. • Ability to deliver results and performance improvements. • Ability to deliver high levels of stakeholder and customer service. • Ability to motivate and act as a champion for change. • Ability to think innovatively and practically. • Excellent report writing skills. • Proficient in MS Office and other databases used across the organisation.