

# ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

## Job Accountabilities

<b>Job Title:</b> Principal Planning Officer	<b>Job number:</b> CP0121 <b>Date:</b> July 2021
<b>Directorate:</b> Place	<b>Service Area:</b> Planning (Development Management)

### JOB PURPOSE

Assist the Team Manager(s) in the day to day management of the Planning Service to ensure an efficient and cost-effective development management service for all our customers and stakeholders. Attend Planning Committee to give professional advice and guidance so that the Committee Members are reliably and sensitively informed as to the planning implications of their decision-making process and statutory legislation. As part of the Development Management service, manage development within the Borough through the implementation of the Local Plan/Local Development Framework and other Council strategies principally by providing pre application advice, dealing with the full range of applications and appeals under the Planning Acts and leading continuous improvement in service provision.

### POSITION WITHIN SERVICE STRUCTURE



### JOB ACCOUNTABILITIES

**Service delivery – the accountabilities for this role are linked to the following council strategic objectives:**

#### Putting residents first

- To maintain effective communication with all customers of the service including

applicants, residents, businesses, Councillors, Parish Councils, other agencies (e.g. Environment Agency) and other Officers of the Council so that they remain fully informed of current positions, progress and next steps and so that concerns are pre-empted where possible and promptly addressed.

- To work with the service management team to ensure there is a consistent approach to decision making and that the quality of decision making is high.
- To take a positive and active role in the resolution of customer complaints in partnership with the Team Manager/Development Management Service Manager.

#### **Delivering value for money**

- To lead in planning, implementing and monitoring actions and initiatives to improve the performance of the service and the wider unit to ensure effective and efficient operation and continuous service improvement within budget constraints.

#### **Delivering together with our partners**

- To ensure effective liaison on all planning matters between all members of the Development Management team and other Council Officers including solicitors and specialists to ensure the role and needs of the team is embedded in Development Management.
- To assist when required by the Head of Planning on other matters arising, including in connection with urgent work undertaken by other services of the Council.

#### **Equipping ourselves for the future**

- To supervise, coach, support and guide other planning officers in partnership with the Team Manager to manage day-to-day performance and ensure their development.

**Standard accountabilities/responsibilities that apply to all council staff or specific groups are set out in the Employee Handbook; these include:**

- Corporate management
- Information governance compliance
- Whistleblowing
- General Safeguarding Statement
- Project and work management
- Working in a team
- Risk management including Health & Safety
- Equality of Opportunity
- CREATE- our corporate behaviours
- Budget management
- Specific responsibilities for those working in services for children or adults
- Specific responsibilities for managers

Local operating procedures and specific activities/tasks will be supplied by the service.

Person specification

Key Criteria	Essential	Desirable	How assessed
<p>Qualifications and training</p>	<p>Chartered Town Planner with 5 years post qualification experience of Planning and Local Government.</p>		<p>Application form</p>
<p>Job Competence summary (knowledge, skills, abilities, experience)</p>	<p>Up to date knowledge of planning law and handled a wide range of all types of planning applications.</p> <p>Experience in managing planning appeals of all types and of giving evidence under cross examination.</p> <p>Experience in negotiating complex section 106 agreements and an understanding of how CIL operates.</p> <p>Experienced in presenting to Planning Committees and attending other public meetings to represent the local planning authority.</p> <p>Proven track record in managing own performance to meet the Government's PS1 and PS2 targets.</p> <p>To be able to maintain a senior planning professional role both within the Council and to external agencies and organisations within the code of</p>	<p>Worked in planning policy and has an understanding of writing policy documents.</p> <p>Significant appeal experience relating to complex cases involving long inquiries.</p> <p>Experience of working with CIL.</p> <p>Supervision and coaching of junior staff.</p>	<p>Application form/interview/test.</p>

	<p>conduct of the Royal Town Planning Institute.</p> <p>Ability to implement successful resource management to enable the delivery and measurement of cost effective and high quality services.</p> <p>Enthusiastic self starter who can equally work as part of a team and demonstrate good commitment to the role.</p>	<p>Track record of resource management and innovation in planning.</p> <p>Ability to write policies and procedures to improve service delivery.</p>	
<p>Other requirements (eg unsocial hours working, driving licence, fit to drive Council vehicle etc)</p>	<p>Access to own car and holds a cleaning driving licence.</p> <p>Attendance at evening meetings regularly</p>		