**Job Description **

**Principal Planning Officer**

**Reports to: Development Manager**

**Responsible for - Directly: 2**

**Total staff managed: 2**

**Working environment: Hybrid/ Site visits**

**Working hours: Full time**

**Permanent**

**Purpose of role**

To process an individual caseload of more complex/larger planning and other planning-related applications and pre-applications and provide professional advice on a range of planning related matters.

To contribute to the delivery of the Development Management Service, and assist the Development Manager in the efficient management of the Development Management team, including deputising in their absence:

**Key result areas:**

* Timely determination of complex/larger planning applications and other consents.
* Timely provision of pre-application advice and delivery of planning performance agreements.
* Contribution to the management and support of staff within the service.
* Contributions to the Council’s Local Plan and other planning policy documents.

**Main responsibilities**

* To assist the Development Manager in the management of the Development Management department, including deputising for the Development Manager (when relevant).
* To give professional and managerial guidance to employees and uphold and promote the highest personal and professional standards.
* To attend meetings with applicants, agents, Parish Council representatives, Council Members, other Council officers etc. in relation to future development proposals/current applications.
* Undertaking site visits in relation to development management matters.
* To be an expert adviser on Development Management and answer specific enquiries verbally and/or in writing from members of the public, Council Members, developers and agents, Parish Councils etc.
* To process (mainly) more complex and strategically significant planning applications and applications for Listed Buildings consent and advise more junior staff on the processing and determination of smaller, less complicated applications, ensuring that adopted timescales are adhered to.
* To prepare and/or present applications to the Development Management Committee.
* Working with legal and other colleagues, to prepare/check/critique any planning obligations (Section 106 agreements) relevant to specific applications and appeals.
* To produce decision notices incorporating conditions and (if relevant) reasons for refusal.
* To prepare pre-application responses to the stated timelines and assist more junior officers in preparing pre-application responses for smaller, less complicated proposals.
* To prepare appeal statements and represent the Local Planning Authority at public inquiries and hearings (as appropriate).
* To provide advice to and support Councillors, officers of the Council and representatives of outside agencies, as well as members of the public, to develop good working relationships, effective communications and strong partnership working.
* To formally line-manage various planning and other officers, including the undertaking of performance development and review meetings.
* To undertake health & safety and other risk assessments, as required.
* To assist in the preparation of the Council’s Local Plan and other planning policy documents.
* To attend and represent the Council at Local Plan and Supplementary Plan examinations.
* To organise and attend exhibitions and public meetings, as appropriate.
* To support parish councils preparing Neighbourhood Plans through the provision of advice.
* To attend Cabinet meetings and other committee meetings on planning matters.
* To prepare and supervise the preparation of timely consultation responses to relevant nationally strategic infrastructure projects, transport projects and government consultations relevent to planning and strategic planning, including attendance at meetings (as appropriate).
* To undertake any other duties consistent with those listed above and appropriate to the grade of the post.

**The above may change subject to consultation with the post holder.**

**This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.**

**This post is politically restricted under the Local Government and Housing Act 1989 (as amended) and the Local Government Officers (Political Restrictions) Regulations, 1990 (as amended)**

**Person Specification**

1. **Experience/ Knowledge**

**Essential**

* 1. Thorough knowledge of national planning legislation and policy.
	2. Significant experience of more complex planning applications and other planning casework.
	3. Presenting reports at Development Management Committee meetings.

**Desirable**

* 1. Experience of defending/making appeals at Hearings and/or Inquiries.
	2. Line management experience and a demonstration of managerial ability.
	3. Experience of negotiating s106 agreements.
	4. A working understanding of the planning enforcement regime.
	5. Experience of working with complex Planning Performance Agreements.
	6. Experience of preparing Local Plans and other planning policy documents.
1. **Qualifications & Skills**

**Essential**

* 1. Degree or equivalent qualification in subject of relevance to town planning (such as town planning, geography, environmental science, architecture, law, economics, sociology etc).
	2. Eligible to be a full chartered member of the Royal Town Planning Institute.

**Desirable**

* 1. Full chartered member of the Royal Town Planning Institute.
	2. Management diploma (or similar qualification).
1. **Personal Qualities and Attributes**

**Essential**

* 1. Ability to work flexibly and adapt to changing priorities, including the ability to work collaboratively, promoting involvement, engagement and ownership within the team, with colleagues and stakeholders.
	2. Excellent written and communication skills.
	3. Proven ability to work on own initiative, prioritise, planning and monitoring progress of workload and meeting deadlines.
	4. Capable of achieving targets under pressure and against tight deadlines.
	5. Excellent organisational skills ensuring attention to detail and accuracy.
	6. Confident and effective presentational skills.
	7. Able to solve problems, prioritise workloads and provide support to colleagues.
	8. Self-awareness, resilient and confident with an ability to challenge self and colleagues constructively, sensitively, fairly and consistently.

**Desirable**

* 1. Ability to lead, manage, empower and motivate staff.
	2. Advanced influencing, persuasion and negotiating skills.
	3. Proven ability to develop proposals and delegate actions to achieve performance targets.
	4. Proven ability to establish and maintain effective working and communicative relationships.
	5. Developed political acumen and astuteness.
1. **Behaviours**
	1. Effective and open communication.
	2. Work together.
	3. Taking Personal Responsibility.
	4. Putting Great Yarmouth first.
	5. Respecting others.
	6. Embracing change.
2. **Our Cornerstones of Management and Leadership**

5.1 Trust and Respect.

5.2 Communicate and Connect.

5.3 Lead and Inspire.

5.4 Ownership and Accountability.