

JOB DESCRIPTION

JOB TITLE:	Principal Planner (Development Management)	JE NUMBER: A13115
DIRECTORATE:	Economic Growth	BAND: 12
RESPONSIBLE TO:	Development Management and Conservation Manager	
RESPONSIBLE FOR:	Career Grade Planners and Technical Officers as allocated	
MAIN PURPOSE OF POST:	The post holder will deal with complex and major planning applications, manage the enforcement of planning control and act as deputy to the Development Management and Conservation Manager in the management of the section and the development management service.	

DUTIES AND RESPONSIBILITIES:

Duties and responsibilities must be undertaken to comply with Council policies/procedures.

1.	To lead on projects and work as deemed appropriate by the Manager.
2.	To plan, programme and prioritise work / projects and actively contribute to the day-to-day management of the team, including providing advice, guidance training and supervision to team members and developing and co-ordinating specific programmes and activities within the team, as agreed.
3.	Providing relevant advice to the Council, public, applicants and their agents on planning matters, in writing and verbally. To support other staff in the section in responding to enquiries.
4.	Preparing reports to, and attending, Council meetings and committees on relevant planning matters.
5.	To assist in the training and development of staff as required.
6.	To procure external professional advice and manage the work of contractors as necessary.
7.	To monitor and manage project budgets, including Issuing orders and certifying payment of accounts in accordance with the Council's Financial Regulations.
8.	To ensure robust and inclusive community engagement, give advice and assistance to the public and other customers as and when necessary, and represent the Planning Service at public meetings and site visits to discuss development proposals.
9.	To represent the Council by preparing and presenting expert and professional evidence at public inquiries, informal hearings and in court for the full range of applications.
10.	To maintain a thorough up-to-date knowledge of relevant law, policies, working practices and procedures.
11.	To scope, commission and project manage consultants to deliver projects / work programmes, including the management of allocated budgets.

12.	To deputise for the Manager and AD Economic Growth, providing them with necessary support and advice across cases / projects, and deal with chief officers, senior members and external contacts on the full range of matters relating to management issues and all types of major and complex applications.
13.	To plan, programme and prioritise work / projects and actively contribute to the day-to-day management of the team, including providing advice, guidance training and supervision to team members and developing and co-ordinating specific programmes and activities within the team, as agreed.
14.	To ensure direct reports are managed effectively including appraisals, identifying training needs, and that all issues affecting team performance and individual welfare are identified and acted on.
15.	To work flexibly in undertaking the duties and responsibilities.
16.	To work independently of the Development Management and Conservation Manager dealing with and leading on major and complex planning applications, planning performance agreements, developments proposals or projects, including undertaking negotiations (with applicants/prospective developers and representatives of other parts of the Council), carrying out research and preparing and presenting all types of reports to senior stakeholders (including councillors and council meetings) and site inspections.
17.	To be responsible for negotiating complex S106 legal agreements and other funding agreements contributing to the multi-million pound income for the authority.
18.	To produce professional advice, briefing information, advice and reports on very complex and/or contentious planning applications, development proposals and policy issues to appropriate individuals and bodies at all levels of the council's governance arrangements (including Cabinet, Councillors, Planning Applications Committee) and to external stakeholders.
19.	Processing of other statutory submissions, including applications for listed building and conservation area consent, prior notifications, advertisement consent and environmental impact assessment procedures.
20.	Determining all planning and related applications under the scheme of delegation, in the absence of the Development Management and Conservation Manager.
21.	Presenting reports to Planning Committee and other committees and meetings of the Council, as required, including cases dealt with by other staff in the section.
22.	Responsibility for the supervision of the planning officers and technical officers as appropriate.
23.	In consultation with the Strategic Planning and Key Sites section to contribute to the formulation/review of the Local Plan and Local Development Framework, planning and development briefs and other supplementary planning documents.
24.	To participate as required in the Council's Emergency Planning Operations which may involve duties outside the post holder's normal job description and contracted hours. In the event that an incident has occurred which disrupts the council's ability to deliver its critical functions, the post holder will be expected to participate in the recovery stage which may include undertaking duties within the post holder's competencies in other

	departments and/or at other locations.
25.	To carry out such other duties as may be required of you, commensurate with the grade and level of responsibility, as directed by management.
26.	A commitment to excellent customer service and the values of the Council

GENERAL – To be aware of and implement the following:	
Equalities – The council’s Equality and Diversity Policy which sets out the council’s commitment to advancing equality and social inclusion while celebrating the diversity within our communities.	
Code of Conduct – All employees of Chesterfield Borough Council must comply with the Employees’ Code of Conduct.	
Health & safety – To comply with the Health and Safety at Work etc. Act (1974) and carry out all duties in accordance with the Council’s Health and Safety policy.	
Staff Development - The Council's Performance & Development Review is an integral part of Chesterfield Borough Council's performance management framework as well as a key employee development procedure. You will be required to undertake any training required for the job role.	
Data Protection – All employees must adhere to the requirements of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 in respect of confidentiality and disclosure of data.	
Safeguarding Children and Vulnerable Adults - The council has both a moral and legal obligation to ensure a duty of care for children and vulnerable adults across its services. We are committed to ensuring that all children and vulnerable adults are protected and kept safe from harm, and we have a responsibility to safeguard and promote well-being.	
Hours of Work - You may be required to work out of normal hours for which time of in lieu will be given. You may be required to carry out your duties at your present workplace or some other council site.	
Development Team - Liaise with other departments of the Council, and others as appropriate, as part of the Council’s Development Team Approach.	
Training - Attendance at selected educational/training short courses/seminars for the purpose of training and continuous professional development at the discretion of the Manager.	
Salary - Progression up the salary scale will be in accordance with the NJC Conditions of Service for Local Government Services.	

SPECIAL FEATURES OF POST:

Political Restriction	YES	x	NO	
Vetting Checks e.g Disclosure and Barring Service (DBS)	YES		NO	x
Flexible approach to time of work, with ability to work evenings and weekends as required by the needs of the service.	YES	x	NO	
You may be required to carry out those duties at your present workplace or at another council venue.	YES	x	NO	

It is the council's intention that this job description is seen as a guide to the main areas and duties for which the job holder is accountable. However, as the work that the council changes the job holder's obligations are also bound to vary and develop, so the job description should be seen as a guide and not as a permanent, definitive and exhaustive statement. This job description is non-contractual.

PERSON SPECIFICATION

JOB TITLE:	Principal Planner (Development Management)	JE NUMBER:	A13115
DIRECTORATE:	Economic Growth	DATE:	19 May 2020

KNOWLEDGE / SKILLS / ABILITIES		Assessment Method Application Form, Presentation, Scenario based Exercise, Interview, Qualification / Certificates
Essential		
•	Ability to deliver high quality services and projects (including contributions to corporate projects) efficiently and effectively, making best use of IT, and other professional and technical skills including incisive analysis, negotiation, collaboration, persuasion and problem solving.	Application Form
•	Ability to communicate effectively both orally and in writing with members, professional Officers, developers, members of the public and organisations, including presenting to committees.	Application Form, Interview
•	Ability to use initiative and to exercise judgement as part of a team and individually.	Application Form
•	Ability to work to deadlines and to manage workloads effectively.	Application Form
•	Strong negotiation and decision-making skills.	Application Form
•	Ability to manage and supervise staff.	Application Form
•	Ability to present evidence at hearings and public inquiries.	Application Form
•	Ability to carry out inspections of sites and buildings.	Application Form
•	Knowledge of relevant Planning Law, policy, practice and procedures.	Application Form
•	Specialist knowledge of planning law, policy and practice relevant to development control. Including the law, procedures and best practice for Environmental Impact Assessment, enforcement, planning obligations and major applications.	Application Form

Desirable		
•	Urban Design skills.	Application Form
•	Knowledge of the functions of a local authority.	Application Form
•	Knowledge of Geographical Information Systems (GIS).	Application Form
EXPERIENCE		
Essential		
•	Some experience in managing and supervising staff.	Application Form
•	Experience of giving evidence at public inquiry, planning hearing, examination in public or equivalent.	Application Form
•	Defining, procuring, operating and controlling services and projects by external consultants and contractors.	Application Form
•	Successful innovation, initiative and constant achievement in a service delivery environment.	Application Form
•	Experience of working at a high level of advocacy and sensitivity in dealing with contentious information, combined with an awareness of political sensitivities.	Application Form
•	Experience of negotiating planning obligations, or similar, in respect of complex development proposals	Application Form
•	Significant post qualification experience in planning policy or projects.	Application Form
Desirable		
•	Experience of other planning functions, such as conservation and enforcement, or policy.	Application Form
QUALIFICATIONS		
Essential		
•	Degree or equivalent qualification in Town and Country Planning or related degree.	Qualification
•	Membership of the RTPI.	Membership
Desirable		

•	Management Qualification such as ILM Level 5 or equivalent.	Qualification
OTHER REQUIREMENTS		
Essential		
•	To display the council's values and behaviours when carrying out the job role	Application Form, Interview
•	To perform the job role in accordance with the specified level of the council's Competency Framework	Application Form, Interview
•	Commitment to self-development, service improvement and organisational effectiveness	Application Form, Interview
COMPETENCY REQUIREMENT:		
Seeing the Big Picture	<p>Seeing the big picture is about having an in-depth understanding and knowledge of how your role fits with and supports the council plan and the wider public needs and the national interest. For all staff, it is about focusing your contribution on the activities which will meet the council goals and deliver the greatest value.</p> <p>For leaders, it is about scanning the political context and taking account of wider impacts to develop long term implementation strategies that maximise opportunities to add value to the customer and support economic, sustainable growth.</p>	Interview
Level: 2		
Changing and Improving	<p>People who are effective in this area take initiative, are innovative and seek out opportunities to create effective change. For all staff, it's about learning from what has worked as well as what has not, being open to change and improvement, and working in 'smarter', more focused ways.</p> <p>For leaders, this is about creating and encouraging a culture of innovation and allowing people to consider and take informed decisions. Doing this well means continuously seeking out ways to improve policy implementation and build a leaner, more flexible and responsive council. It also means making use of alternative delivery models including digital and partnership approaches wherever possible.</p>	Interview
Level: 2		
Making Effective Decisions	<p>Effectiveness in this area is about using sound judgement, evidence and knowledge to arrive at accurate, expert and professional decisions and advice. For all staff it's being careful and thoughtful about the use and</p>	Interview
Level: 2		

	<p>protection of council and public information to ensure it is handled securely and with care.</p> <p>For leaders it's about reaching evidence based strategies, evaluating options, impacts, risks and solutions and creating a security culture around the handling information. They will aim to maximise return while minimising risk and balancing a range of considerations to provide sustainable outcomes.</p>	
<p>Leading & Communicating</p> <p>Level: 2</p>	<p>At all levels, effectiveness in this area is about showing our pride and passion for public service, communicating purpose and direction with clarity, integrity, and enthusiasm.</p> <p>It's about championing difference and external experience and supporting principles of fairness of opportunity for all. For leaders, it is about being visible, establishing a strong direction and persuasive future vision; managing and engaging with people in a straightforward, truthful, and candid way.</p>	Interview
<p>Collaborating and Partnering</p> <p>Level: 2</p>	<p>People skilled in this area are team players. At all levels, it requires working collaboratively, sharing information appropriately and building supportive, trusting and professional relationships with colleagues and a wide range of people within and outside the council, whilst having the confidence to challenge assumptions.</p> <p>For senior leaders, it's about being approachable, delivering business objectives through creating an inclusive environment, welcoming challenge however uncomfortable</p>	Interview
<p>Developing self and others</p> <p>Level: 2</p>	<p>Effectiveness in this area is having a strong focus on continuous learning for oneself, others and the organisation. For all staff, it's being open to learning, about keeping one's own knowledge and skill set current and evolving.</p> <p>For leaders, it's about investing in the capabilities of our people, to be effective now and in the future as well as giving clear, honest feedback and supporting teams to succeed. It's also about creating a learning and knowledge culture across the organisation to inform future plans and transformational change</p>	Interview
<p>Delivering Value for Money</p> <p>Level: 2</p>	<p>Delivering value for money involves the efficient, effective and economic use of taxpayers' money in the delivery of public services. For all staff, it means seeking out and implementing solutions which achieve the best mix of quality, and effectiveness for the least outlay. People who do this well base their decisions on evidenced information and follow agreed processes and policies, challenging these appropriately where they appear to prevent good value for money.</p> <p>For leaders it's about embedding a culture of value for</p>	Interview

	<p>money within their area/function. They work collaboratively across boundaries to ensure that the council maximises its strategic outcomes within the resources available</p>	
<p>Managing a Quality Service</p>	<p>Effectiveness in this area is about valuing and modelling professional excellence and expertise to deliver service objectives, taking account of diverse customer needs and requirements. People who are effective plan, organise and manage their time and activities to deliver a high quality, secure, reliable and efficient service, applying programme, project and risk management approaches to support service delivery. For leaders, it is about creating an environment to deliver operational excellence and creating the most appropriate and cost effective delivery models for public services</p>	<p>Interview</p>
<p>Level: 2</p>		
<p>Delivering at Pace</p>	<p>Effectiveness in this area means focusing on delivering timely performance with energy and taking responsibility and accountability for quality outcomes. For all staff, it's about working to agreed goals and activities and dealing with challenges in a responsive and constructive way. For leaders, it is about building a performance culture where staff are given space, authority and support to deliver outcomes. It's also about keeping a firm focus on priorities and addressing performance issues resolutely, fairly and promptly</p>	<p>Interview</p>
<p>Level: 2</p>		