



Job Description		
Job title:		Principal Planning Officer
Contracting Council:		Boston Borough Council
Service/ Function:		Planning – Development Management
Grade and Salary:		Grade 7
Hours:		37
Reports to:		Development Manager & Group Manager – Planning and Development
Liaison with: (e.g. Officers, Councillors, Town and Parish Councils, Partners)		Wide range of internal and external parties and organisations – including professional bodies and those with limited knowledge of planning. Regular engagement with staff, councillors, town / parish councils.
Resource Accountability	Financial	Yes – Some limited involvement through management of contracts and performance agreements; awareness of day-to-day financial resources connected with DM Budget and need to utilise resources effectively and generate income.
	Direct Reports	No direct reports – mentoring of staff.
	Physical and Information	Yes.
Purpose of the job		
<p>Now more than ever, Planning has the opportunity to play a significant and central role in what the Partnership delivers for our Councils, to support our people, our places and our economies. We have a key role in supporting and facilitating growth, enabling the right development to happen in the right areas as efficiently as possible. To facilitate this we must work closely with colleagues, fellow professionals, partners and stakeholders, seeking to find solutions as far as practicably possible.</p> <p>There is clear support for the service and an overwhelming understanding of the importance of what we do and the positive impact we have on our Districts and Borough. Equally, as a Partnership, this brings us a stronger position within Lincolnshire and the East Midlands and seeing us being recognised as areas where investment and growth can and should be supported. Bringing the team together as #OneTeam, should make us stronger, more resilient and over time see us transform in to a place where people enjoy working and make us attractive to those wishing to join the team. Combining a talented, driven and experienced team with a ‘can do’ attitude to succeed, we genuinely can be a highly performing team, which supports investment, growth, improvement of place and the wider objectives of the Councils. This is about providing a service which is fit for the future, not just for now.</p> <p>The Principal Planning Officers will play a central role in supporting the vision of the Partnership to support economic growth and housing delivery, as well as actively supporting the wider role of the department through efficient and effective service delivery. You will work closely with the Development Management Lead to provide a positive and collaborative leadership approach to the wider Planning team, ensuring quality outcomes, encouraging growth and delivery of development.</p> <p>You will lead on all types of Development Management tasks, or spatial planning tasks as may be required. Your core focus will be on a range of major applications. You will utilise existing and improved skills to manage this caseload in an efficient and effective way, including from pre-application stage through to on-site delivery. You</p>		

will seek to provide solutions to problems and try to epitomise the 'art of the possible'. You will provide flexible caseload capacity within the service based on your experience, knowledge and skillset, combined with your knowledge of the Planning system. You will keep abreast of changes, and will assist in the provision of clear leadership of the team. You will support junior officers in their development and also their day-to-day activities.

You will be a key focal point in terms of decision-making, either through Committee (which you will regularly support) and Delegated Powers – including through the signing off of decisions. You will work closely with partners within the service, including deputising for others as may be required, and will help to manage general delivery and department performance. You will exemplify the #OneTeam approach, bringing colleagues from all areas of the service together as appropriate to focus on outcomes, most notably you will encourage links with other areas of the service such as Planning Support, Enforcement and Planning Policy, and also relationships with linked disciplines such as Economic Development to engender collaborative working based around positive outcomes.

You will support and assist the AD-Planning, and other service managers, providing professional advice and guidance, deputising and providing flexible capacity as required, managing budgets/contracts/projects and generally contributing to the continued performance and improvement of the service.

Key accountabilities (include responsibility for service users)

- To assist the Development Management lead within Planning, and provide leadership within the service. Providing professional technical advice and overseeing decision-making in relation to all types of planning applications and submissions – including signing off case officer reports and recommendations for decision (either using delegated powers or following decisions made by committee).
- To lead on all types of Planning matters, including Development Management Cases, and be responsible for a case load, but also providing general flexible capacity, utilising your existing skills and knowledge to the maximum.
- To assist in ensuring efficient and effective delivery of the Development Management function including the processing and management of all planning applications, appeals. To support and enable effective case management of the wider service workload in order to deliver against local and national performance indicators.
- To be professional and accountable in relation to all duties and contribute positively to the wider Planning team, and lead in the creation of a #OneTeam culture which is supportive of the Growth ambitions for the Partnership.
- To manage and oversee the effective and efficient determination of a range of major and complex planning and related applications from pre-application through to delivery and completion. To utilise and embed a collaborative project management approach for large,
- To represent the Council in relation to Planning Appeals (including through attendance as an expert witness or through supporting other officers), including public inquiries and hearings as well as providing written submissions. To attend and assist in other similar activities including those relating to plan adoption and court proceedings as may be relevant.
- When required, to be responsible for the supervision and mentoring of Development Management staff, whilst providing a point of contact for Officers on a 'day to day' basis and supporting both their daily activities and ongoing development.
- To support, coach, train and motivate the team to deliver effective, high quality Development Management services and maximize service delivery in respect of all tasks, whilst promoting and facilitating a professional, customer orientated approach towards the provision of the Council's services.
- Maintaining an up-to-date knowledge of the planning system, you will engender best practice and facilitate the dispersal of wider knowledge and updates within the team, and support the continued learning of staff within the service.

- To provide a high level of professionalism and communication as would be expected of a highly performing team, with all stakeholders related to the planning system and the Council more generally, and embed this culture within the wider Planning team, including making positive contributions to wider departmental or corporate projects and initiatives.
- To provide a contact point for the department for Councillors, consultees and other service customers, responsible for offering advice and direction, including presentation to and being a lead officer at planning committee and other committees as may be relevant.
- To positively engage with and provide advice to a range of customers on planning applications and related matters. To identify solutions to issues and deliver successful outcomes in agreed timescales. To seek and implement pro-active planning solutions for the department, and present a positive and professional approach to all relevant stakeholders, ensuring that the department and the Council are represented in the best possible light.
- To deal with complaint handling, where relevant, co-ordinating information, preparing responses and handling matters sensitively. To provide and promote professional communication of all types in response to enquiries. To manage, provide and co-ordinate research and information to answer Freedom of Information requests, Customer Feedback requests and other customer enquiries.
- To assist with a range of other Development Management related activities including the making and review of Tree Preservation Orders, contract/performance management and delivery of services provided by consultancy (eg conservation/heritage functions, viability, ecology etc) – including some contract/project management from time to time.
- To assist and support the AD-Planning and other service managers in effective management of the wider Planning Service to enable the objectives of encouraging, supporting, facilitating and delivering Growth for the Partnership, including working with other lead officers within the service and the Council more generally. To lead on specific projects, including process reviews, to facilitate and deliver documents and procedures to support service delivery and those required in connection with Council activities.
- To support and assist the AD Planning and other service managers in managing the Team's physical, financial and staff resources associated with the day-to-day business of the service (some activities of which may be delegated to others) including overseeing the authorisation (within an agreed scope as may be delegated) of orders and invoices, as well as undertaking procurement and managing contracts.
- To contribute positively to business and financial growth including identification of opportunities for income generation and business efficiency.
- To undertake such other duties as may be determined from time to time, within the general scope and commensurate with the grade of the post. Duties outside of the scope of the post may also be undertaken with the consent of the postholder.

Knowledge and Skills (include interpersonal/ communication skills and physical and mental skills)

Essential:

- Extensive knowledge of planning legislation and experience of working within Development Management.
- Track record of delivery, including negotiation, collaboration, and proactive working.
- Track record of positive working with a range of partners, stakeholders and fellow professionals
- Experience of management and processing of a range of applications including those of a major/complex nature and experience of managing a diverse workload with competing demands.

Desirable:

- Wider understanding of and previous experience in relation to wider Planning discipline including policy development
- Experience of 'private sector' working or demonstrable evidence of understanding of financial and resource efficiency, ways of income generation etc.
- Previous experience of development of funding bids,

<ul style="list-style-type: none"> Decisive, able to make judgements based on a range of information. Able to problem solve complex matters and manage competing interests. Track record of workload planning, including own and those of others. Able to cope with a demanding workload and changing/competing priorities. Works in a creative and flexible way, forward thinking with a 'can do' approach and attitude. Focused on positive outcomes and delivery. Approaches tasks with a calm, unflappable manner, acting with diplomacy and tact. Builds relationships and persuasive, whilst respectful and acts with dignity. Committed to own development and progression of others. Current driving license 	<p>commercialisation or service transformation</p> <ul style="list-style-type: none"> Able to demonstrate previous leadership of a team Previous experience in relation to procedure reviews, change management etc Previous supervisory/staff management experience, including performance management, the management/use of data, contract management, understanding of budgets and the interpretation of financial data. Able to identify risks, and implement management/mitigation measures, including understanding of safe working practices for lone workers. Able to see short, medium and long term solutions. Experience and understanding of customer liaison and an awareness of service delivery requirements associated with the work of local government
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Educations/ Qualification

Essential:

- Relevant professional qualification and sufficient post qualification experience to qualify for membership of the RTPI (or equivalent) or working towards combined with demonstrable evidence to demonstrate professional ability
- Demonstrable experience of working on a range of planning applications, including major/complex/sensitive applications
- Able to demonstrate ongoing CPD.

Desirable:

- Chartered Member of the RTPI – or eligible for full status - or equivalent membership
- Relevant Management qualification(s) or professional accreditation (such as ILM) or willing to undertake further training to achieve
- Other relevant qualifications in similar professional disciplines such as Urban Design, Economics, Business Management, or Architecture.

Physical/ Mental/ Emotional Demands

There are limited physical demands associated with the post, the main physical aspects being office based duties and site visits.

Mentally, the post requires a high degree of initiative and independence. In addition, the post holder will be required to make difficult, and challenging decisions. The post holder will have a high degree of responsibility for managing their own and the workloads of others, as well as dealing with a wide range of potential professional and staffing challenges. The post holder will therefore require an appropriate degree of personal resilience and mental capacity to deal with challenging situations. Support will be offered by the AD Planning, DM Lead and other colleagues.

Occasionally emotional demands may be placed on the post holder as part of the requirement to support other staff in the service for example.

The post holder may be required to work flexibly across the service to create flexible capacity and resilience, as well as deputising for others. This may also include an element of work outside of normal hours as required to attend relevant events and meetings including travel to and from. The post will however benefit from the Councils wider agile working and flexible working initiatives.

Working Conditions

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General

The job description is intended to serve as an indication of the character and general level of the post. They activities are not in order of priority and they should not be considered as final or exclusive. The list may be changed depending on the operational circumstances of the Councils.

As an employee of Boston Borough Council or East Lindsey District Council you must comply with the Health and Safety policies and attend the compulsory Health & Safety training as and when requested.

You will be required to undertake any necessary training to enable you to perform your duties effectively.

Information security & data protection

You will be required to make yourself aware of, and work within, the General Data Protection Policies. Employees must ensure that functions are delivered in a manner compliant with the requirements of the General Data Protection Regulation 2018 and any other legal or professional standards of confidentiality and propriety. Employees are individually responsible for any information in their care whether computerised or manual.

Equal Opportunities

The post holder must carry out his/ her duties with full regard to the Councils Equal Opportunities policy.

Safeguarding

It is everyone's responsibility and all employees are required to act in such a way that always safeguards the health and wellbeing of children and adults at risk. Familiarisation with, and adherence to, the appropriate organisational Safeguarding Policies and any associated guidance is an essential requirement of all employees as is participation in related mandatory/statutory training.

Health and Safety

The post holder must ensure that their duties are delivered in a manner compliant with corporate (and legal) health and safety policies and procedures. All employees must familiarise themselves with and comply with the organisations, and their departmental, health and safety policies including departmental procedures and safe systems at work.

Conduct

The public are entitled to expect the highest standards of conduct from all employees who work for Local Government and that their conduct should never be influenced by improper motives. Employees should always remember the responsibilities to the community they serve and ensure courteous, efficient and impartial service to all groups and individuals within the community. Employees are required to follow the Councils Contract Procedure rules and Financial Regulations in any financial transactions and other dealings on behalf of the Council. Employees should be aware of the content of the Code of Conduct and ensure that they always act within the Code.

If the post holder does not understand how the above clauses affect them, they must ensure they seek clarification from their line manager as a matter of urgency. Equally, all managers have a responsibility to ensure that their team members understand their individual responsibilities regarding GDPR, Equal Opportunities, Health & Safety and Safeguarding.

Job description created/ updated by	Name: Abbie Marwood Deputy Development Manager	Date: 30 May 2024
Job description agreed by	Post Holder:	Date: