

# SEVENOAKS DISTRICT COUNCIL

## Development Services

### Job description

**TITLE OF POST** Principal Planner (Career Grade)

**POST No.**

**GRADE** Career Grade Band F

**RESPONSIBLE TO** Development Team Manager

### Purpose of post

To individually and through the management of members of the team achieve the objectives of the development management service and ensure the provision of high quality and customer orientated development management, planning enforcement and related services. To assist the Development Team Managers with the delivery of the development management service and to assist them and the Planning Improvement Manager and Planning Standards Manager by contributing to the overall management and direction of the service.

To deal appropriately with development proposals at pre-application, application and appeal stage within agreed performance targets, with particular emphasis on the more sensitive, larger and more complex applications.

### Key activities

- Assist the Development Team Managers to innovate, identify and implement projects and courses of action to improve the quality of service, procedures and performance of the Development Management Service, taking responsibility for individual tasks and projects as needed.
- By the supervision and support of team members: To appraise and evaluate pre-application proposals, applications for planning permission, appeals and reports for breaches of planning control, so that team members innovate, negotiate and provide excellent customer service. To assist officers to formulate recommendations taking into account all material considerations, in accordance with the Council's constitution and to meet the objectives of the service.
- To assist the Development Team Managers to: allocate and prioritise the work of the team and to take a lead on the review and issuing of decisions and recommendations on minor and other applications and related CIL exemptions to the value agreed in the scheme of delegation.
- Through 1-1s, appraisals, to monitor progress and performance against objectives and targets as set out in the Service Plan and to initiate the action necessary to achieve a high quality customer orientated development management service, in accordance with the Council's values and behaviours, with the assistance of the Development Team Manager as required.
- To process and undertake professional/technical evaluations of planning and other complex and major applications, enforcement cases and development proposals and to make appropriate recommendations.

- To give advice on and to undertake negotiations with applicants and others on complex and major development proposals, enforcement cases and planning and other applications and pre-application enquiries.
- The preparation of reports and appeal statements on the more sensitive, complex and major development proposals, enforcement cases and planning and other applications.
- To lead on and present cases to the Development Control Committee and at any Appeal Hearing or Public Inquiry as required.
- To ensure that good quality reports and recommendations are formulated in line with planning policy and all relevant material considerations.
- To assist the Development Team Managers to deliver a high quality, customer orientated enforcement service in accordance with the Enforcement Plan, service objectives and best practice.
- To supervise, motivate and support members of the team that report to you and identify their training needs and develop their professional and technical skills in order to maintain an effective workforce and the required level of service and performance.
- To personally or supervise team members to respond to complaints and service requests.
- To participate in any relevant training for the duties of this post and to achieve the key objectives of the Council.
- To promote and make sure that all team members comply with the Council's Customer Care policy.
- To promote the health and wellbeing of team members.
- To participate fully in the Council's staff appraisal scheme.
- To comply with standard employee Health & Safety at Work responsibilities.
- To comply with the Council's Equal Opportunities policy.
- To embrace the values and behaviours of the Council
- To comply with the Council's Safeguarding policy.
- To comply with the Council's policies on the management of staff.
- To carry out any such other duties as may be reasonably required by the Chief Planning Officer.

OTHER CONDITIONS:            Essential car user.

LOCATION:                        Council Offices, Argyle Road, Sevenoaks

# SEVENOAKS DISTRICT COUNCIL

## Development Services

### Person specification

**TITLE OF POST**

Principal Planner

**POST NO.**

	Essential	Desirable
♦ Approach	<ul style="list-style-type: none"><li>♦ Ability to recognise the importance and value of development management and policy planning in an area of pressure and constraint</li><li>♦ An understanding of the effects that planning has on people and communities</li><li>♦ Desire to provide effective and efficient service to all customers/stakeholders</li><li>♦ Team player</li><li>♦ Desire to manage a small number of staff and contribute to the work of the team and support and deputise for the Team Manager in accordance with the Council's values and behaviours.</li><li>♦ Desire to innovate and improve services.</li></ul>	
♦ Skills/experience and qualifications	<ul style="list-style-type: none"><li>♦ Relevant first degree and have achieved an RTPI recognised Planning Degree/Diploma</li><li>♦ Member of the Royal Town Planning Institute.</li><li>♦ Experience of working in Development Management.</li><li>♦ Experience of mentoring more junior members of staff.</li><li>♦ Experience of dealing with a wide range of planning and other applications, including major, controversial and sensitive schemes and achieving successful outcomes.</li></ul>	<ul style="list-style-type: none"><li>♦ Knowledge/experience of mentoring, coaching and managing others.</li><li>♦ Experience of being a primary witness at hearings and public inquiries.</li><li>♦ Understanding of enforcement proceedings and experience of investigating and</li></ul>

	<ul style="list-style-type: none"> <li>◆ Experience of undertaking different types of planning appeal as a lead officer.</li> <li>◆ Good report writing, communication and negotiation skills.</li> <li>◆ Awareness of public expectations of the planning process.</li> <li>◆ Experience of dealing with all the different parties involved in the planning application process including members.</li> <li>◆ Experience of presenting planning applications to planning committee.</li> <li>◆ Ability to use relevant IT packages including Microsoft Word, Outlook</li> </ul>	undertaking planning enforcement action
◆ Other	<ul style="list-style-type: none"> <li>◆ Willingness to undertake any relevant training</li> <li>◆ Flexibility in attitude to work i.e. willingness to take on additional tasks and to attend meetings out of normal office hours.</li> <li>◆ Full Driving Licence and availability of a car for business use</li> </ul>	

Nov 2018