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## **Bromsgrove District Council and Redditch Borough Council**

### **Job Description and Person Specification**

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<b>Job Title:</b>	<b>Principal Planning Officer</b>
<b>Service:</b>	<b>Planning and Regeneration</b>
<b>Grade:</b>	<b>8</b>
<b>Responsible to:</b>	<b>Strategic Planning and Conservation Manager</b>
<b>Responsible for:</b>	<b>No line management responsibilities. However required to mentor team and act up for Manager as necessary</b>
<b>Location:</b>	<b>Either the offices at Bromsgrove or Redditch, as necessary</b>

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### **Purpose of the Job**

To assist in day to day operation of the planning policy section, under the supervision of the Strategic Planning and Conservation Manager. The post holder's primary role will be to progress and implement the Local Plan(s) and other related planning policy documentation for both councils. This includes the preparation of site development briefs, planning guidance, information gathering and monitoring. When necessary the post holder will be required to deputise for the Strategic Planning and Conservation Manager on matters relating to the work of the Section.

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### **Main Duties and Responsibilities**

1. Leading on the production of development plan documents supplementary planning documents, and site development briefs, including unsupervised presenting to committees and other relevant forums.
2. The provision of detailed policy advice to Councillors, officers of the Councils, members of the public developers, and other appropriate local and national organisations.
3. The preparation and presentation of evidence on all topics including housing and employment needs and supply at Examinations in public and public inquiries.
4. Prepare information and attend as lead officer at consultation exercises in relation to progressing the Development Plan(s).

5. Leading the research and preparation of reports and statements on relevant policy issues.
6. Supervising the local and regional monitoring requirements of the section, including housing land availability assessments.
7. Interpretation and application of monitoring outcomes in updated policy advice, including the 5 year land supply and employment land supply.
8. To coordinate the policy liaison work with Development Management staff; in particular, input into policy advice on planning applications.
9. Unsupervised Attendance at relevant public exhibitions, meetings and seminars; and carry out site visits in relation to the work of the team.
10. To assist and where necessary participate in strategic policy work at both regional and sub-regional levels. In the event of any possible conflict of interest between the authorities it may be necessary to represent one council solely under the guidance of the Strategic Planning and Conservation Manager or the Head of Service
11. To prepare briefs and relevant documentation for the recruitment and selection of professional consultants to assist in planning related matters. To be involved in the recruitment and selection of consultants.
12. Being first point of contact for up to two neighbourhood planning groups and assisting the Strategic Planning and Conservation Manager in liaising with Parish Councils on the production of neighbourhood plans
13. Leading on the development and implementation of masterplans for the district centres or similar
14. Deputising for the Strategic Planning and Conservation Manager on implementation of major development proposals
15. To assist the Strategic Planning and Conservation Manager in the recruitment and selection of new staff.
16. Assist the Strategic Planning and Conservation Manager in the development of training plans for the planning policy assistant, officer, and senior planner.
17. In the absence of the Strategic Planning and Conservation Manager, for short periods, to assist with the management of the policy section.
18. To approve small financial transactions in the absence of the Strategic Planning and Conservation Manager
19. To participate where appropriate in performance management processes or similar, supporting and undertaking such activities as appropriate to the function of the Section.
20. The post holder will also be required to carry out other duties commensurate with the level of the post as requested by the Head of Service or Line Manager.

## General Duties

- To ensure efficiency, effectiveness and equality in service delivery.
  - To exercise proper integrity and respect of confidential matters and personal information obtained during the execution of the duties of this post.
  - To provide outstanding customer services to all customers, colleagues, elected Members etc in line with the “**Every Customer, Every Time – Everybody Matters**” strategy. In particular by building trust, taking responsibility and assuming ownership of issues, actively listening, communicating with empathy and being flexible and adaptable to meet the needs of others.
  - To understand and comply with the legal requirements of the Health and Safety at Work Act 1974 and any other relevant regulations as detailed in the Council’s Health and Safety Policy Statement.
  - To carry out duties and responsibilities under the Data Protection Act 1998; in particular, to take all reasonable care that no unauthorised loss or disclosure of personal data occurs.
  - To undertake such other reasonable duties as may be requested.
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- To ensure that the Councils 6 strategic purposes are met:
    - ❖ Keep my place safe and looking good
    - ❖ Help me run a successful business
    - ❖ Help me (back) to be financially independent
    - ❖ Help me live my life independently
    - ❖ Help me find somewhere to live in my locality
    - ❖ Provide good things for me to do, see, visit

## Person Specification

The specific skills, knowledge, abilities, qualifications or behaviours which are needed to effectively undertake the main duties and achieve the job purpose. These will be assessed using the information available from:

- 1 – Application form
- 2 – Interview
- 3 – Exercise (eg psychometric, case study, presentation etc)
- 4 – Evidence (eg certificate, membership card, course registration etc)

## Knowledge and Experience

	Experience	Essential / Desirable	To Be Assessed By
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1.	Three years' experience in Planning work including at least one year in a planning policy setting.	E	1, 2
2.	Experience in presentations to Committees, inquiries and public meetings	E	1, 2

### Qualifications and Professional Memberships

	Qualifications and Professional Memberships	Essential / Desirable	To Be Assessed By
1.	Degree and or Diploma/MA in Town and Country Planning or other relevant degree	E	1, 4
2.	Full Chartered Membership of the Royal Town Planning Institute (RTPI)	E	1, 4

### Job Specific Skills, Behaviours and Personal Attributes

	Job Specific Knowledge, Skills, Behaviours and Personal Attributes	Essential / Desirable	To Be Assessed By
1.	Knowledge of and ability to communicate planning principles and policies to members of the public, developers, agents and Councillors	E	1,2,3
2.	Ability to act as a team player supervise and provide direction to other people	E	1,2
3.	Ability to write clear and concise reports	E	1,2
4.	Ability to present the Council's case at appeals and Examinations	E	2
5.	Ability to work under pressure and meet deadlines	E	1,2,3

6.	Ability to work in a team and contribute positively to its development	E	1,2
7.	Ability to work with a minimum of supervision and use initiative	E	1,2,3
8.	Understanding of the practices of development management for large scale developments.	E	2
9.	Ability to deputise for the Strategic Planning and Conservation Manager as necessary	E	2
10.	Able to travel to all parts of both council areas	E	1, 2
11.	Willing to undertake occasional evening and weekend work	E	1,2

June 2024