



## **Craven District Council**

### **Planning**

**Job title:** Principal Planner (Development Management)

**Grade:** Scale PO2

**Reports to:** Lead Officer for Planning

**Responsible for:** Planning Officers (Development Control)

#### **Duties and Responsibilities**

- To support the Lead Officers for Planning in developing the service, to make recommendations on the effective use of resources and the attainment of performance targets
- To contribute to the provision of a high quality and professional Development Management service and be committed to continuous improvement
- To manage, guide, and motivate the Planning Officers in the effective delivery of the planning service, including the provision of advice on individual planning matters and ensuring that staff are given adequate training (some of which may be given by the post holder)
- Ensuring and encouraging effective communication within the team, between teams and across the Council including Members
- Responsibility for monitoring of your individual and team performance and help redress poor or failing performance by identifying the causes and developing solutions
- To monitor individual workloads and to re-distribute tasks as necessary to ensure an equitable and efficient allocation of casework and project work between team members
- To ensure that planning applications processed under the Council's Scheme of Delegation are dealt with consistently, efficiently, and fairly and in accordance with the Development Control Protocol
- To be responsible for a caseload of major/complex planning applications and related appeals that are successfully delivered against targets

- To contribute to the development of service plans, monitoring progress of the areas within Development Management, and taking action where progress is not in accordance with targets
- To contribute and support the delivery of Council Plan objectives where appropriate
- To represent the Council effectively promoting its vision and priorities and developing good relationships and networks locally, regionally, and nationally
- Manage change effectively and communicate the changes in policy and procedure positively to other staff and Councillors
- To be responsible for high standards of written communication and report writing within Development Management and ensure that all advice to elected members (both formal and informal) is of the highest standard and accords with the guidance set out in the Council's Constitution
- To deal efficiently and effectively with complaints from customers and ombudsman complaints with care, tact, and sensitivity with an aim to ensuring positive outcomes where possible
- To maintain and develop an up-to-date knowledge of planning legislation, planning policy, and planning practice and to pursue an individual program of continuing professional development
- To promote equality, inclusion and equal opportunities across all service provision and employment through policy initiatives, personal example, open commitment, clear action and direction
- Always have due regard for safety and to work in a safe manner in order to protect own personal, colleagues' and others' (e.g., members of the public, Members and volunteers) health and safety
- Any other duties as reasonably instructed by the post-holder's manager

### **Other Responsibilities**

- Contribute to the Authority's corporate projects and working groups
- Comply with the Authority's Health and Safety Policy and Codes of Practice
- Develop self to improve performance within Personal Development Plan
- Contribute to the security and safety of the office environment

**The job description is not a definitive list of tasks. It is designed to give an overall view of the job and is not an indicator of the sole requirements of the work required. It is expected that you will use initiative and develop your own style to achieve the overall purpose. The precise responsibilities may change from time to time in line with the organisational requirements of the Council. Reasonable adjustments will be made to working arrangements to accommodate a person with a disability who would otherwise be prevented from undertaking the work.**

## Person Specification

### Principal Planner (Development Management)

Knowledge/Qualifications / Training	Essential	Desirable	How identified
A relevant/related degree level qualification or equivalent and the ability to complete a professional qualification related to the post held	✓		Application form
Chartered Membership of the RTPI		✓	Application form
Thorough knowledge of relevant planning legislation	✓		Application form/ Interview
Skills and Abilities	Essential	Desirable	How identified
Effective communication and negotiation skills, including the ability to relate well to customers at all levels, and build productive working relationships	✓		Application form/ Interview
Ability to write effective reports and make recommendations to other officers and Committee	✓		Application form/ Interview
Ability to work on own initiative within policy guidelines	✓		Application form/ Interview
Ability to use information technology including experience of word processing, presentation, and database packages	✓		Application form/ Interview
Ability to organise and prioritise workload, work under pressure and meet strict deadlines	✓		Application form/ Interview
Ability to be persuasive, ability to sell ideas and encourage innovation	✓		Application form
Experience	Essential	Desirable	How identified
At least two years' experience of staff management		✓	Application form/ Interview
At least four years' experience of working in Development Control / Development Management in a Local Authority Planning Team	✓		Application form/ Interview
Experience of presenting to Planning Committee	✓		Application form/ Interview

Experience of dealing with appeals - written representations, informal hearings, and public inquiries	✓		Application form/ Interview
Ability and experience of successfully handling complex and contentious major planning applications	✓		Application form/ Interview
<b>Other Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>How identified<sub>y</sub></b>
Ability to work well within a team environment	✓		Application form/ Interview
A full driving licence and access to a car for work purposes.	✓		Application form/ Interview
Ability to be flexible and able to work in the evenings and weekends where necessary.	✓		Application form/ Interview