

## Lancaster City Council - Job Description & Person Specification

<b>Job Title:</b>	Principal Planning Officer	<b>Grade:</b>	11	<b>Job Code:</b>	LCC102
<b>Service/Team:</b>	Planning & Climate Change. Development Management.	<b>Role Type:</b> <b>*Delete as appropriate</b>	Hybrid	<b>Reports to:</b>	Planning Applications Manager
<b>Line Manages:</b>	N/A				

Job Overview
The nominated Case Officer for major planning applications of strategic and regional/ national importance with responsibilities for undertaking other Development Management related work and deputising for the Planning Applications Manager.
Direct Responsibilities
<ol style="list-style-type: none"> <li>1. To independently manage, formally assess and be the Lead Officer for a varied and demanding caseload of major applications. These applications will generally be multi-million pound projects of strategic and regional/national importance.</li> <li>2. To have a strong sense of commercial acumen, and critically appraise major planning applications accompanied by viability assessments and/or Environmental Statements to ensure the deliverability of development proposals, often in consultation with independent consultants. This will include screening and scoping development proposals under the Environmental Impact Assessment Regulations, and assessing proposal in line with the Habitat Regulations.</li> <li>3. To liaise with national and regional strategic partners as well as the general public, applicants, agents, local Councillors, Officers across the Council and external statutory and non-statutory consultees. In particular, the postholder will be required to foster strong working relationships with the key national, regional and local stakeholders to deliver robust and timely decisions.</li> <li>4. To provide an effective pre-application service for multi-million pound major development proposals of strategic importance, in accordance with the Council's formal pre-application procedures, including chairing and minuting pre-application meetings with external applicants and agents and taking a lead role in Councillor Engagement Forums.</li> <li>5. To negotiate, where necessary, on the proposed details required by conditions imposed on consents for multi-million pound major development schemes of strategic importance, or on any amendments to such consented schemes.</li> <li>6. To regularly attend and present multi-million pound major development proposals of strategic importance to the Planning Regulatory Committee and to participate at the associated Committee site visits and Briefings. The postholder will also be required to present other Officers' applications from time to time.</li> </ol>

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7. To manage the appeal process (including the preparation of appeal statements and to represent the local planning authority at public inquiries and informal hearings) on matters relating to multi-million pound major development proposals of strategic importance.
8. To assess and manage the legal requirements for planning contributions associated with major development proposals of strategic importance in consultation with Legal Services and to assist in the drafting of any associated legal agreement. The postholder will also be required to manage and critically assess any subsequent proposals to vary the planning agreement.
9. To know, interpret and apply planning legislation (and other environmental related legislation), procedures, policies and other guidance that is relevant to the type of applications that the postholder will handle. The postholder will be expected to undertake appropriate training and development to maintain and update their understanding of the planning and other related systems.
10. To demonstrate a strong working knowledge of planning related matters, including highways, drainage, flood risk, heritage, ecology, viability and landscape impacts.
11. To negotiate, problem solve and use professional judgement in assessing the planning applications that the postholder will handle against national and local planning policy requirements to arrive at innovative, unique and robust solutions, and to set out the assessment within the formal delegated and Committee reports and decision notices (including any legal obligations).
12. To demonstrate good time management and prioritisation skills to deliver decisions by the statutory deadlines as the role involves managing a demanding and varied caseload with regular interruptions throughout the day and frequent changes to priorities, policies, guidance and case law.
13. To undertake site visits in a lone working capacity.
14. To answer on a daily basis a broad range of planning related enquiries (proportionate in complexity to the type of applications that the postholder will handle) with detailed and bespoke responses, including supporting the Planning Technical Team and mentoring other members of the Development Management (planning applications) team.
15. To provide feedback and suggestions on how to improve internal processes and procedures, and help implement any changes made.
16. To participate, when required, in the planning enforcement process by liaising with Planning Enforcement Officers and providing guidance on the planning/legal implications arising from breaches of planning control.
17. To liaise with Planning Policy Officers and make contributions towards the emergence of local planning policies and documents, in order to shape future policies against which planning applications will be assessed, and when required to support colleagues at planning policy consultation events.
18. To know and act within the data protection regulations as the nature of the work involves sensitive and confidential matters. This is particularly important as for transparency purposes most of a planning application file must be published for the public to view, but this has to be achieved in compliance with the data protection regulations.

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19. To assist, where necessary, with Freedom of Information requests and the Council's complaints procedure.

20. To undertake such other duties as may from time to time be required.

### **Primary Measurable Objectives**

The postholder will be required to deliver high quality decisions that are made in compliance with all relevant legislation, procedures, policy and guidance at a European, national and local level and within central government's timescale targets that apply at the time.

The postholder will be required to deputise for the Planning Applications Manager in their absence to maintain the effective operations of the team.

### **Staff Management Responsibilities**

The postholder will be required to deputise for the Planning Applications Manager during the Manager's periods of absence from the office, to include but not limited to allocating workload, signing off planning related decisions, and taking a lead at the Planning and Highway Regulatory Committee.

The postholder will be required to provide assistance and guidance to Senior Planning Officers, Planning Officers, Planning Assistants and the Planning Graduates in the Development Management (planning applications) team, and Technicians in the Planning Advisory Team.

The postholder will be required to instruct and manage consultants from time to time to help determine applications, and to ensure pieces of work are delivered on time and in budget.

The postholder will be required to work, as a lead role for Development Management, in project teams to help deliver strategic projects within the District.

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Person Specification			
Knowledge & Educational Requirements	Essential Criteria	Desirable Criteria	Assessed by: App Form, Interview, Certificate, Test, Other...
<b>Specialised Qualifications &amp; Training</b>	<p>Full Membership of the Royal Town Planning Institute (RTPI) or demonstrable equivalent experience to be eligible to securing Chartered Membership status. <i>(RTPI chartered membership must be achieved within the probationary period and maintained on an ongoing basis)</i></p> <p>Appropriate planning degree or equivalent.</p>		App Form, Interview, Certificate
<b>Experience</b>	The postholder must have relevant Development Management experience, including the assessment and determination of major planning applications of strategic and regional importance and dealing with associated appeals.	The postholder will also have experience in other areas of planning, including policy and enforcement.	App Form, Interview
<b>Job Related Skills, Knowledge &amp; Abilities</b>	The postholder must have knowledge of planning legislation, procedures, policies and other guidance that may be relevant to the type of applications that the postholder will handle.		App Form, Interview
<b>Personal Attributes</b> Including Interpersonal & Communication Skills	The role is public facing and involves a mix of interactions – face-to-face encounters, meetings, telephone conversations, e-mail correspondence, letters, report writing and presenting at Committee – so the postholder requires		App Form, Interview

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	<p>excellent verbal and written communication and interpersonal skills, as well as good ICT skills.</p> <p>The postholder must be able to demonstrate that they have the ability to work as part of a team as well as independently.</p>		
<b>Special Requirements/Other</b>	Full Clean UK driving licence.		App Form, Interview

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### **Additional information**

#### Lancaster City Council Specific Knowledge

Once in post, demonstrate:

Understanding, implementation and adherence to Lancaster City Council's policies and procedures.

Understanding, implementation and adherence to Our Values.

Understanding of the post holder's own and their team's contribution to the Council's Corporate Plan.

#### General Statement

The above duties and responsibilities do not include or define all tasks that may be required of you. Duties and responsibilities may vary without changing the general character or grade of the role.

As a normal part of your job, you are expected to routinely undertake corporate activities on behalf of your Directorate, appropriate to grade of the role.

#### Learning and Development

You are expected to undertake any training and development appropriate to the current and future needs of the post.

#### Health & Safety at Work

All members of staff are responsible for fulfilling their health and safety roles and responsibilities, as outlined in the Job Description above. It is the employee's responsibility to ensure that they are familiar with the Council's health and safety policy, procedures, work instructions and relevant risk or other health and safety assessments pertinent to their work tasks, and that they carry out their work tasks in accordance with the significant findings of such.

#### Equal Opportunities

Lancaster City Council is an Equal Opportunities employer and has equal opportunities policies with which you are expected to comply at all times. The City Council condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

#### Climate Emergency

You will be expected to conduct your work activities in a way that demonstrates understanding of, and alignment with the requirements of delivering the Council's response to the Climate Emergency.

#### Community Safety

Section 17 of the Crime and Disorder Act requires local authorities to consider the community safety implications of all their activities. Officers of Lancaster City Council should have an awareness of community safety and consider any community safety implications within their own area of responsibility.

#### Safeguarding

Lancaster City Council delivers a range of services and activities that impact on the lives of children both directly and indirectly. Safeguarding children, ensuring their welfare, safety and health is of paramount importance. We are committed to providing safe and supportive services that will give children the opportunities to achieve their full potential.

<b>Employee Signature:</b>		<b>Print name:</b>		<b>Date:</b>	
<b>Manager Signature:</b>		<b>Print name:</b>		<b>Date:</b>	