

LONDON BOROUGH OF HACKNEY

Job Description

POST TITLE:	Principal Planning Officer (Development Management)
DIRECTORATE:	Housing, Climate & Economy
SERVICE:	Development Management
GRADE:	PO4
LOCATION:	Within London Borough of Hackney
RESPONSIBLE TO:	DM Team Leader
RESPONSIBLE FOR:	

Purpose of the Job

- To be responsible for progressing a full range of Development Management matters within an area based team, including lead responsibility for the handling of pre-application advice, planning applications and appeals and taking a role in performance management, negotiations with developers and other interested parties, securing financial and other community benefits through legal agreements.
- To have specific responsibility for co-ordinating the Planning Appeal function for the Development Management Team, taking the lead role as necessary on planning appeals, particularly Public Inquiries.
- To achieve timely, effective Planning outcomes which uphold the Council's Core Values and meet the challenges of best practice.
- To deputise for the team leader as required.
- To ensure statutory and legal obligations are delivered and communicated in a customer focused manner, optimising available responses.
- To represent the Council as an expert spokesperson on issues related to the functional area.
- To be a lead officer for the Authority in their particular area of specialism.

Council Specific Accountabilities

Management of people/ leadership

- To be responsible for the mentoring of more junior staff, and contribute towards staff training and development.

- To contribute to the efficient and effective performance management of the team, in developing, prioritising and reviewing its activities. Also establishing work programmes and targets, ensuring their achievement.

Strategic thinking and planning

- To take responsibility for ensuring that advice given and recommendations made have full and proper regard for the Council's planning policies, standards and relevant Government legislation and guidance.
- To contribute proactively towards the development of policies, programmes and systems to address the changing demand on the Service and in accordance with best practice.

Managing services and delivery

- To ensure that duties are carried out in accordance with the Council's policies and Code of Conduct, incorporating the principle of valuing diversity.
- To contribute significantly to the service delivered, developing and implementing customer-focused standards in a regulatory environment, meeting laid down performance indicators.
- To inform, advise and respond to residents and customers through representation at Committees and other public forums.
- To take a lead role where required in a range of Development Management case work, including pre-application advice, applications, correspondence and appeal work ensuring it is effectively and efficiently carried out.

Communication

- To liaise with other parties to ensure that appropriate information is available and taken into account in order to discharge duties effectively.
- To act as the Council's senior expert spokesperson on issues related to Development Management, representing the team/division and ensuring that communications with colleagues, Council Members, the public and others are dealt with to an exceptional standard.

Partnership working /personal effectiveness

- To liaise with interested parties such as stakeholders, developers, in order to secure resolution of potential conflicts and high quality, innovative outcomes that reflect Service objectives.
- Take a proactive role in ensuring that links with the community and other service users are developed in a responsible and inclusive manner, ensuring particular attention to the needs of disadvantaged groups.

Managing projects and resources

- To take the lead for specific Development Management projects including major applications and appeals, and be the senior member of an area based team working to agreed deadlines with identifiable outcomes.

- To contribute towards the identification of IT needs to ensure the service area maximises the use of available resources.

Service Specific Accountabilities

- To be responsible for ensuring that the work of the team is customer focused and achieves appropriate changes and improvements.
- To be responsible for the management of the full range of development management case work, applications, advice and appeals within an area based and/or specific responsibility for dealing with planning appeals and ensure effective negotiation to secure through S.106 legal agreements, financial and other community benefits in line with the Council's policies and objectives.
- To be accountable to the Area Team Leader for achieving agreed service outcomes and personal appraisal targets, and in addition to the specific duties in this job profile, to also undertake specialist diverse projects of a Corporate nature and the lead on the implementation of innovative solutions.
- To be responsible for managing diverse projects from conception through to implementation, monitoring and evaluating when required.
- To be responsible for preparing and presenting high level complex reports on behalf of the Council on issues relevant to the Service area.
- To carry out duties in accordance with the Council's equalities policies related to both staff management and service delivery.
- To be responsible for reviewing quality of service, taking statutory, legal, procedural and policy issues into account for the achievement of the Unit's objectives.
- To be responsible for initiating strategic policy initiatives in order to meet the continuing changing demands of the Service.
- To be responsible for managing special research and/or corporate initiatives undertaken by the team.

Person Specification

SKILLS AND ABILITIES

Management of People/ Leadership

- Ability to mentor staff and provide guidance and direction to individuals, so as to gain commitment and ownership.
- Ability to empower and motivate staff and to build and contribute to effective team working in a pro-active manner.

Communication

- Ability to produce and present clear, concise and effective reports, both written and verbal.
- Ability to produce letters and memoranda, which are both customer friendly, accurate and concise.
- Ability to communicate effectively with service users e.g. negotiations, presenting evidence or advice in a public forum within Hackney's diverse community.

Managing Projects and Resources

- Ability to plan, manage and monitor projects and programmes of work, including ability to act on own initiative and meet deadlines
- Ability to manage an extensive and demanding workload in order to meet performance targets.
- Ability to successfully organise and prioritise personal workload with minimal supervision.
- Ability to use new technology to assist in improving service delivery and personal performance.

Managing Services and Delivery

- Extensive knowledge of up to date issues regarding the legislative, policy and procedural frameworks within which the Planning service operates.
- A working knowledge of IT systems relevant to the Service, such as Word processing, planning data bases, GIS.
- A knowledge and ability to implement equal opportunities in accordance with Council guidelines.
- Able to understand technical issues relevant to complex planning applications and projects.
- Awareness and understanding of current planning issues, as they relate to inner urban areas and their implications for the future of Development Management.

Management of People/Leadership

- An understanding of performance management techniques.

Work Related Experience

- Ability of working at a senior level within Development Management.
- Experience of negotiation on complex applications to secure community benefits
- Experience of providing services to customers and being accountable for these services.
- Experience of developing and/or implementing service improvements projects including understanding of quality assurance systems.
- Experience of ensuring the delivery of planning projects and/or Development Management functions within agreed timescales and with quality outcomes.

Managing Projects and Resources

- Experience of effectively planning, managing and monitoring programmes of work.

Qualifications

- Post Graduate qualification in Town Planning and membership of, or eligibility for the RTPI. **(Mandatory Criteria)**
- Ability to demonstrate planning experience across a range of work areas. Experience of mentoring staff.

Circumstances

- Able and willing to attend meetings or undertake work outside normal working hours.