

## Job Description



<b>Job Title:</b> Planner	<b>Directorate:</b> Strategic Regeneration, Planning And Olympic Legacy
<b>Service Area:</b> Development Management, Spatial Planning	<b>Post Number:</b>
<b>Grade:</b> Sc5 - PO2	<b>Date last updated:</b> May 2012

### Overall Purpose of Job

This Job Description relates to the provision of roles across Development Management and Spatial Planning functions.

The postholder is responsible to a relevant Principal or Development Manager or Planning Policy Manager for the provision of diverse, high quality, cost effective, customer-orientated Development Management or Spatial Planning functions to the Borough.

### Job Context

The postholder may be required to work across a range of planning disciplines, including Development Management, enforcement, policy and related project work.

The postholder reports to a relevant Principal or Development Manager or Planning Policy Manager and has no line management or budget responsibility.

The postholder may be required to work some evenings, weekends and occasional public holidays in order to meet service requirements

### Key Tasks and Accountabilities

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the postholder. This is not an exhaustive list of all tasks that may fall to the postholder and employees will be expected to carry out such other reasonable duties which may be required from time to time. The postholder will

be given a portfolio of projects which may be within some or all of the planning functions.

### **SC5 – Trainee Planner**

Should possess or be on a course leading to a recognised Planning degree or similar qualification.

To assist with a limited range of work related to simple planning applications, planning appeals, heritage work, enforcement case work and answering general planning and policy queries.

To assist with the collection, compilation and analysis of information on town planning and development, land use, social, demographic, environmental and economic issues where necessary for Development Management casework or Spatial Planning activity.

To assist with compiling Development Management consultations/input into the preparation of the Local Plan and subsequent reviews of this plan.

To investigate and respond to complaints concerning breaches of planning legislation and non-compliance with conditions of planning permissions.

To assist with simple tasks on strategic planning issues and in the preparation of the Local Plan, reviews of the Local Plan and successor documents and with Supplementary Planning Documents.

To advise the public, other Council services, landowners and developers and external agencies and neighbouring planning authorities on Newham planning issues, policies and standards, development infrastructure and other proposals for sites or local areas.

To assist with the preparation of local area studies and area wide development frameworks, development proposals and planning and regeneration projects.

### **Sc6- Assistant Planner**

All duties above as appropriate and at suitable level of complexity.

To assist with more demanding Development Management and Spatial Planning work, requiring greater responsibility, and professional and technical expertise.

To support the Principal Planner in the preparation and presentation of evidence for planning appeals or Spatial Planning matters

To assist with the Development Management or Spatial Planning input into the preparation of local area studies, planning briefs area-wide development frameworks, planning policies and standards, statutory and non-statutory plans, planning projects (formulation and implementation).

To assist with the preparation and implementation of public participation arrangements and to work with local residents to ensure that the planning process is both accessible and responsive to their needs.

To assist with the instigation of enforcement notices and other action to deal with breaches of planning legislation.

To give evidence at Magistrate's Court and Crown Court for prosecutions against straightforward breaches of planning control, and at appeals.

To liaise with public and private organisations and provide Spatial Planning input to projects securing the redevelopment or improvement of land in the Borough.

To attend meetings (including Committees, public consultation, external agencies and partnerships) as required from time to time to assist the progress of Spatial Planning activity.

### **SO1/2: Planning Officer**

All duties above as appropriate and at suitable level of complexity.

To assist with more demanding Development Management and Spatial Planning work, requiring greater responsibility, and professional and technical expertise.

Should possess a Planning Degree or similar qualification. Additionally, should possess or be eligible for membership of the RTPI.

To manage a wide range of Development Management casework.

To be able to produce a wide range of Spatial Planning work across a range of topic areas and spatial locations.

To prepare and present evidence for planning appeals, compulsory purchase orders, and spatial planning matters.

To independently investigate and respond to complaints concerning breaches of planning legislation and non-compliance with conditions of planning permissions.

To instigate enforcement notices and other action to deal with breaches of planning legislation.

To meet land owners, developers, builders etc. to discuss possible breaches of planning control and negotiate compliance with legislation and regulations.

To give evidence at Magistrate's Court and Crown Court for prosecutions against breaches of planning legislation.

To liaise with a wide range of public and private bodies in order to provide the planning input to projects securing the redevelopment or improvement of land in the Borough.

To work on conservation, listed building, ecological and tree preservation matters, and the processing of applications related to these matters.

To provide Development Management input into the preparation of spatial planning policy.

To provide a robust evidenced-based approach to Spatial Planning policy creation implementation and monitoring, and to provide input for other Council functions especially Development Management, regeneration and housing.

To provide training to junior staff and /or other persons as required, to deputise in the absence of more senior staff to ensure targets are met.

To provide technical and procedural advice and problem-solving to the public on site, in meetings, by phone or correspondence in circumstances that can be confrontational and would require an immediate response.

To meet performance targets set nationally and locally and to provide reports to senior management on these matters.

### **PO1- Planner**

All duties above as appropriate and at suitable level of complexity.

To assist with more demanding Development Management and Spatial Planning work, requiring greater responsibility, and professional and technical expertise.

To lead on a full range of Development Management, or Spatial Planning and to exhibit self-motivation to achieve targets.

To prepare and present more complex evidence for planning appeals, enforcement action and compulsory purchase orders and to represent the Council at Public Inquiries and Examinations and other legal proceedings as appropriate.

To take a lead and work with senior staff within other professions both internal and external to the Council and to use discretion and professionalism to contribute to the decision making process.

### **PO2- Planner**

On occasion to supervise, as delegated by the Principal Planner or other manager, other staff within the team.

To give technical guidance and advice to other team members in the interpretation of complex developments, points of law and technical developments in relation to planning work.

To motivate and develop the performance of external contractors/consultants as appointed.

Day-to-day direction of technical support staff as allocated.

To develop and maintain effective communications, liaison and working relationships, both internally and externally, and with elected members, community and business partners, relevant organisations and individuals.

### **All Levels**

To draft reports, briefing notes, evidence, discussion papers, etc. on Development Management and Spatial Planning matters.

To attend Committees, working parties, meetings of outside bodies, public meetings, etc., both during and outside of normal working hours, and to give assistance and advice commensurate with the postholder's grade and level of responsibility.

To check records and undertake site surveys and inspection of premises in order to support Development Management or Spatial Planning work.

To assist with general planning routines including collation of information and updating of records.

To utilise IT as an aid to normal planning duties, after suitable training. To keep up-to-date on new software with potential to assist service delivery and efficiency.

To deal with planning correspondence and to respond to the public, Councillors, other Council services, applications and outside agencies in person, by letter, by email or by telephone, as appropriate.

Supporting regeneration and development initiatives with pre-application project development work and devising environmental projects for regeneration and other programmes, implementing and monitoring progress as necessary.

To develop a strong evidenced-based approach and performance management analysis in regard to policy decisions and actions.

To keep up-to-date with current developments in the fields of physical and economic regeneration, performance management and review, local government and relevant legislation and policy advice and guidance.

Working closely with line management to identify personal development needs in relation to job role and ensure own continuing professional development to meet those needs.

To ensure that all work in own area of responsibility is in line with the service's business needs, the quality needs and expectations of internal and external customers, Council policies, regulations and procedures, current best practice in public service management, and legal requirements.

To continuously evaluate work in own area of responsibility, to identify, as appropriate, potential areas for improvement and consult on these improvements with line management in the service.

In Development Management, to take responsibility for planning controls within Conservation Areas, Listed Buildings and protected trees appropriate to the level of appointment, including processing applications, giving advice, and contributing to/leading on other heritage casework and projects as required.

To undertake any other duties as required, consistent with the basic objectives and responsibilities of the post.

**EQUALITY AND DIVERSITY**

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

**PROTECTING OUR STAFF AND SERVICES**

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

## Person Specification

<b>Job Title:</b> Planner	<b>Directorate:</b> Strategic Regeneration, Planning & Olympic Legacy
<b>Service Area:</b> Development Management, Spatial Planning	<b>Post Number:</b>
<b>Grade:</b> Sc5-6/SO1/PO1/PO2	<b>Date last updated:</b> May 2012

### IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
<p><b>QUALIFICATIONS:</b></p> <p><b>Scale 5/6:</b></p> <p>Evidence of numeracy, literacy, professional skills and knowledge needed to carry out the duties of the post through either:</p> <p>a. a recognised degree in Town Planning <u>and</u> sufficient post-qualification experience to qualify for membership of RTPI</p> <p>OR</p> <p>b. a related degree and ability to</p>	<p>Application Form/Interview</p>

<p>gain entry to course leading to a professional qualification (e.g. post graduate diploma)</p> <p><b>SO1/2/PO1:</b></p> <p>As above</p> <p><b>PO2:</b></p> <p>MRTPI or eligible to apply</p>	
<p><b>KNOWLEDGE:</b></p> <p>A working knowledge of planning legislation and related guidance</p> <p>A knowledge of the functions of a local authority.</p> <p>A knowledge of the current trends and developments in local authority services</p> <p>A knowledge of negotiation skills</p> <p>An appreciation of the requirements of good customer care</p>	<p>Application Form/Interview/Test</p>
<p><b>EXPERIENCE:</b></p> <p><b>Scale 5 to 6:</b></p> <p>Experience of:</p> <ul style="list-style-type: none"> <li>local planning authority's responsibilities and functions</li> <li>inner city and urban planning issues</li> <li>design, conservation and heritage issues</li> <li>Town and Country Planning legislation</li> <li>issues of local environmental quality and design</li> <li>preparation of statutory and non-statutory plans</li> </ul>	<p>Application Form/Interview/Test</p>

<p>local and central government structures</p> <p>statistics and sources of planning data</p> <p>use of information technology and keyboard skills</p> <p><b>SO1/2:</b></p> <p>As above, but with greater depth of knowledge and understanding</p> <p><b>PO1/PO2:</b></p> <p>As above, but with greater depth of knowledge and understanding particular:</p> <ul style="list-style-type: none"> <li>experience of working in an urban planning context</li> <li>experience of case managing complex Development Management work</li> <li>experience of analysing complex information in order to develop and achieve local strategic objectives</li> <li>experience of /involvement in multi-agency partnership projects or programmes</li> <li>experience of mainstreaming equalities issues</li> <li>some experience of staff supervision</li> <li>experience of providing high quality advice to Councillors and other stakeholders</li> </ul>	<p>Application Form/Interview/Test</p>
<p><b>SKILLS AND ABILITIES:</b></p> <p>Ability to work collaboratively with a range of internal services, external agencies, community organisations in a facilitating, enabling and advisory capacity</p> <p>Proven organisational skills</p> <p>Ability to manage workloads and meet strict deadlines</p> <p>Excellent communication skills (verbal and written) including ability to communicate effectively internally and externally</p>	<p>Application Form/Interview/Test</p>

<p>using good inter-personal skills</p> <p>Ability to use IT applications and to be self-servicing in respect of word processing, spreadsheets, email and the internet</p>	
<p><b>PERSONAL STYLE AND BEHAVIOUR:</b></p> <p>Strong analytical and negotiating skills</p> <p>Creative and innovative in solving problems</p> <p>Persuasive and able to manage and resolve conflict</p> <p>Probity and honesty</p> <p>Politically aware</p> <p>Committed to the achievement of equal opportunities.</p>	<p>Application Form/Interview/Test</p>