



## Role Profile

<b>Job Title:</b> Senior Planner	<b>Grade/Level:</b> Q	<b>Post Number:</b> ES448
<b>Directorate:</b> Economy and Development	<b>Job Family:</b> Planning	<b>Date Prepared:</b> 07/06/2012
<b>Role reports to:</b> Principal Planner (Development Management)		
<p><b>Job Purpose:</b></p> <p>To assess the full range of planning and related applications and submissions for the development of land under powers delegated by the Planning Committee. To provide written reports for each individual case for the Team Leader and the Planning Committee prior to the determination of applications. To represent the local planning authority in the defence of decisions, including at Hearings and Public Inquiries. To investigate alleged breaches of planning control and provide advice on a day-to-day basis about development constraints and opportunities within the area of the Local Planning Authority. To represent the Local Planning Authority in discussions about current or proposed development applications with national and local organisations.</p>		
<p><b>Key Accountabilities:</b></p> <ol style="list-style-type: none"> <li>1. To manage and coordinate the procedures and processes in the determination of valid planning and related applications submitted to the Local Planning Authority. To prepare and review case reports to assess the planning merits of the full range of planning applications and related submissions including the making of a recommendation for the development of land for determination by the Planning Committee or under powers delegated by the Planning Committee.</li> <li>2. To attend Planning Committee as required to present planning applications, to brief elected Members, to respond to public questions and provide written and oral advice prior to the determination of applications.</li> <li>3. To check the validity of planning and related application submissions and to identify requisite statutory and non-statutory consultees along with the appropriate level of publicity according to the status and location of each application in line with statutory procedures.</li> <li>4. To ensure through the development management procedures and processes that the adopted development plan is implemented, that other non-statutory guidance is followed and that national and local advice is considered in the determination of planning and related applications. To ensure that full consultation is carried out and that</li> </ol>		

responses duly made are taken into consideration before applications are determined.

5. To initiate and undertake as necessary, negotiations with the applicant or agent to improve the form, design, detail or information included within each submission in accordance with development plan requirements, Supplementary Planning Documents, matters arising from the consultation responses or in the interests of good planning. To initiate and to negotiate matters that may be included in legal agreements to be completed prior to determination.

6. To manage and coordinate the procedures and processes in responding to pre-planning application submissions and general planning enquires from internal or external sources regarding development control and policy issues relating to local or strategic policy and community development issues made to the Local Planning Authority. The response may include the preparation and review of case reports and an indication of matters which may be included in legal agreements. To review continually the procedures and processes to ensure that best practice is observed and that national and local best value targets are met or exceeded.

7. To lead the establishment, co-ordination and management of multi-disciplinary working parties or project teams, necessary to the successful fulfilment of a major development schemes. To manage and co-ordinate responses to pre-application submissions for the development or redevelopment of major sites, including regeneration projects and major expansion areas.

8. To participate in the review of key projects, processes and procedures to ensure efficient and effective performance. Assist with the Development Management monitoring function, including work programming and the production of reports to ensure that new legislation, policies, advice and statements are followed, that best practice is observed and that that continual improvement is achieved.

9. To assist and co-ordinate development management involvement in the preparation, monitoring and review of the Development Plan. This includes research, development and implementation of new guidance and procedure notes and Supplementary Planning Documents, as well as managing and assisting in the necessary consultation process associated with them.

10. To prepare and present evidence on all aspects of planning to represent the Local Planning Authority at public meetings, examinations, inquiries, hearings, Magistrate and County Courts or other statutory or non-statutory tribunals as required to support the Council's decisions, policies, plans and strategies.

11. To undertake and assist Enforcement officers in, the recording, investigation and collection of evidence of alleged breaches of planning control. To assist in enforcement action to rectify breaches of planning control, including the service of appropriate

notices, preparation and presentation of evidence at inquiries and hearings and prosecution in the Magistrate and County Court.

12. To develop and lead partnership working with statutory and voluntary bodies in the production of guidance and procedure notes leading on aspects of development management and Masterplanning when required.

13. To represent the Council at internal or external meetings, events or exhibitions as directed by the Team Leader, Head of Service, or Director.

14. To perform the role of lead technical officer on Development Control, including the management, and where appropriate, commissioning of technical studies to inform, investigate and direct key projects. To contribute to the training of elected Members in Development Control and Masterplanning matters.

15. To respond to consultations from adjoining authorities on development proposals, that may have an impact on the Swindon Borough Council area.

16. To participate in the Duty Officer Rota in order to provide advice to members of the public visiting and contacting the office.

17. To assist and support the training of staff and staff recruitment including interviewing and conducting appraisals as necessary.

**Supplementary Accountabilities:**

1. To assist in the management of the design, negotiation and implementation of Master Plans, Framework Plans and Design Codes where they relate to the major development areas of the Borough.

2. To provide advice to Planning Committee, members of the public, community groups, stakeholders and other Council Officers in respect of Master Plans, Framework Plans and Design Codes within these areas.

3. To assist in the management and implementation of extensive public participation exercises to include public exhibitions and workshops in relation to plan making in the expansion areas. Attendance at Public Meetings and such other forums as are necessary to ensure adequate and satisfactory public participation.

4. Assisting in the organisation and use of mapping and other systems for monitoring and analysis of the major development areas.

5. To ensure a high quality of design through negotiation of schemes and the support of the Master Planning and Design Team in providing planning and design advice to other officers, Council departments and external developers.

6. To ensure through a system of regular appraisals the personal and professional development of staff supervised. To motivate and encourage the continuous improvement of staff through this process and by the setting up of clear targets and key result areas.

7. To perform the role of lead officer on aspects of major expansion and development control, including the management, and where appropriate, commissioning of technical studies to inform, investigate and direct policy and projects.

**Known Future changes to the Job:**

1. The Planning and Compulsory Purchase Act, 2004 places changed statutory requirements on the Council in its forward planning function. The post holder will be expected to ensure that the policy changes are introduced in an efficient and effective way.
  
3. The Development Control function is under constant review and new procedures and processes are being introduced on a continual basis. The post-holder will be expected to ensure that the new procedures and processes are introduced in an effective and efficient manner.
  
4. The Development Control administrative system is increasingly technology dependent and the post holder will be expected to ensure that the new technology meets statutory and customer requirements.

**No & type of jobs Managed:**

At present there are no jobs managed.

**Job Scope:**

At present there is no personnel management or budget responsibility.

**Knowledge & Experience:**

- Has obtained a postgraduate MA or Diploma in Planning or a related discipline (required to ensure an appropriate degree of technical knowledge)
- Membership (or eligibility for membership) of the RTPI (required to prepare and present evidence at planning inquiries)
- 5 years post qualification experience in Development Control (required to ensure that the post-holder for the Senior Planning Officer career grade post has an appropriate level of experience)
- Computer literacy in word processing, databases, spreadsheets, GIS and presentation packages (required for day to day undertakings of the job)
- Ability to make site visits.
- Experience of report writing, policy formulation, monitoring and detailed analysis of information.
- Experience of managing projects (to ensure that set tasks are undertaken and completed in the Borough Council's accepted format and to a satisfactory standard)
- Experience of directly involving the community in the planning process including exhibitions and workshops and the presentation of information to Members of the Council and the public (to meet the Council's requirements for stakeholder involvement in the planning process)
- Out of hours working is required particularly concerning stakeholder

engagement and preparation for Inquiries. The post holder is also required to engage in flexible working arrangements such as working from home.

- Experience of major development schemes or town expansion including negotiation skills and the implementation of Master Plans, Framework Plans, Design Codes and S106 requirements.
- A specialism, or evidence of an interest and commitment to high quality design.

**Decision Making:**

- Judgement required in how to deal with sites put forward for development and in responding through the development control function.
- Public Inquiries and Hearings – Delegated responsibility for certain amendments at Public Inquiries
- To discharge conditions imposed by planning permissions
- Project Development – decisions are made on project management and methods of project development, with short term implications
- Joint decision making in relation to recruitment and appointment of staff

**Contacts and Relationships:**

- All service areas– regular contact in contributing to the determination of planning and related applications.
- Strong and regular multidisciplinary team working with internal and external colleagues on all aspects of major expansion including meetings, site visits, sharing of data and workshops.
- Directorate of Corporate Governance –contact in terms of drafting and circulation of committee reports, managing, co-ordinating and preparing cases for Inquiries and Section 106 legal agreements and management plans for environmentally sensitive areas.
- Government Bodies and Organisations - contact in respect of current planning applications and referral to the Government Office.
- Key Stakeholders and community organisations – ongoing engagement throughout the statutory planning process and regular contact with Parish Councils, Residents Associations, Community Councils and day to day liaison with the Project Managers related to the major expansion areas.
- Daily contact with members of the public in response to telephone, e-mailed, written or face-to-face enquiries.
- Consultants engaged to undertake duties pursuant to the progression of applications and details submitted pursuant to Section 106 legal agreements and conditions.
- Members of the Council – Formal contact through Panels, Committees, Project Boards, Project Teams and regular informal liaison as appropriate.
- Member of MURBEX (Major urban extensions network) including providing advice, information, hosting and undertaking visits to assist with bench marking.

**Creativity & Innovation:**

The post-holder requires a high degree of professional competence to assess all aspects of new development proposals including both the broad policy implications and the detailed design elements. The post-holder will assimilate the individual proposal and assess all consultation responses before making a decision or recommendation based on the material planning considerations.

The post-holder’s experience, judgement, management competencies and ability to innovate will be exercised to the full in securing the implementation of the new NPPF and the emerging Local Development Framework.

The major town expansion schemes require a considerable amount of negotiation and innovative design skill at all levels of development.

The ability to visualise the third dimension and practical implications of schemes, assessing and understanding complex issues in plan and on the ground.

**Job Specific Competencies:**

- Innovative in delivering services – assist in using the planning process as a vehicle for service delivery and the delivery of corporate projects and priorities.
- Appreciation of customer needs – able to engage with customers on their own level.
- Technical competence – broad based experience of policy development and its application.
- Verbal and presentation skills – to present ideas to stakeholders.

All Jobs have the responsibility to comply with the Directorate Health & Safety Policy and with Swindon Borough Council’s Policy on Diversity and Investors In People.

In addition the post-holder is required to implement and or monitor quality assurance initiatives and standards for the effective and efficient provision of services within the team and provide a quality service to all customers taking every opportunity to enhance the image and reputation of the Council.

Employee Signature:

Line Manager Signature:

Print Name:

Print Name:

Date: