



## Role Profile

<b>Job Title:</b> Senior Planner	<b>Grade/Level:</b>	<b>Post Number:</b> SC2054
<b>Directorate:</b> Environment & Leisure	<b>Job Family:</b> Strategic and Corporate Planning	<b>Date Prepared:</b> 24/01/2006
<b>Role reports to:</b> Team Leader		
<p><b>Job Purpose:</b></p> <ul style="list-style-type: none"> <li>• To manage part of a Development Management team to deliver the statutory development control function for part of the Swindon Borough Council area.</li> <li>• To implement the Development Plan along with related local and national advice and guidance.</li> <li>• To assess the full range of planning and related applications for the development of land and to provide a written case report for each planning application.</li> <li>• To provide written and oral advice to the Planning Committee prior to the determination of other applications.</li> <li>• To represent the Local Planning Authority in the defence of decisions, including at Hearings and Public Inquiries.</li> <li>• To initiate, investigate and take appropriate action to rectify breaches and alleged breaches of planning control, including prosecution in the Magistrate and County Court.</li> <li>• To provide advice on a day-to-day basis about development constraints and opportunities within the area of the Local Planning Authority.</li> <li>• To represent the local planning authority in discussions about current or proposed development applications with national and local organisations.</li> <li>• To assist in the negotiation, management and securing the design detail of Master Plans, Framework Plans and Design Codes.</li> </ul>		
<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 and related applications 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> </ol>		

2. To check the validity of planning and related application submissions and to identify requisite statutory and non-statutory consultants along with the appropriate level of publicity according to the status and location of each application.
3. 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.
4. To review continually the procedures and processes to ensure efficient and effective performance, to ensure that new legislation, policies, advice and statements are followed, to ensure that best practice is observed and that national and local best value targets are met or exceeded.
5. 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 including the commissioning and management of external consultants, where appropriate.
6. 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 followed in the determination of planning and related applications. To ensure that full consultation is carried out and that responses duly made are taken into consideration before applications are determined.
7. To manage, co-ordinate and deliver key projects required in the continual improvement of the development control function within Swindon Borough Council, including work programming and the relationship of the project to other work of the group, the Council and other key stakeholders
8. To participate in the review of key projects and to participate in the Development Management monitoring function, including the production of reports to ensure that continual improvement is achieved across a range of activities.
9. To manage and co-ordinate development control involvement in the preparation, monitoring and review of the Development Plan, including development and implementation of the Structure Plan as may be required to meet or exceed best value performance indicators.
10. To respond to queries from internal or external sources regarding development control and policy issues relating to local or strategic policy and community development issues about individual sites, including an assessment of development potential.

11. To prepare and consult on new guidance and procedure notes for the efficient and effective processing of planning and related applications.

12. To prepare and present evidence on all aspects of Development Control 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.

13. To assist the Enforcement Unit 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

14. To develop and lead partnership working with statutory and voluntary bodies in the production of guidance and procedure notes and to lead on aspects of these projects when required

15. To develop and maintain appropriate service contacts and linkages throughout the Environment and Leisure Directorate, other directorates of the Council other planning authorities and the private sector in furtherance of development management.

16. 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 policy. To contribute to the training of elected Members in development control matters.

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

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

19 To represent the Council at meetings as directed by the Development Manager, or Director.

20. Assisting in the training of staff and staff recruitment including interviewing and conducting appraisals.

21. Deputising for the Team Leader, as required.

**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 Strategic Allocations expansion areas of the Borough.

2. To provide advice to 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 defined above.

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. Material to be presented in written and graphic form. Attendance at Public Meetings and such other forums as are necessary to ensure adequate and satisfactory public participation.

4. The supervision, creation and organisation of mapping and additional computerised systems for monitoring and analysis of the Strategic Allocation Expansion areas.

5. To ensure a high quality of design through negotiation of schemes and the provision of 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 development control function. The National Planning Policy Framework, National Planning Practice Guidance and any future planning reforms. The post holder will be expected to ensure that the changes are introduced in an efficient and effective way.

2. 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 Management 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 Management administrative system is increasingly technology dependent and the post holder will be expected to ensure that the new technology meets statutory and customer requirements.

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**No & type of jobs Managed:**

1 Full time professional staff member, Assistant Planner/Planner/Graduate Trainee

**Tasks Allocated:**

Allocation of work to others including minor applications, general enquiries and monitoring and analysis work

**Job Scope:**

Management responsibility.  
No budget.

**Knowledge & Experience:**

- 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 Management (required to ensure that the post-holder 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 in the supervision of staff (to ensure that the post-holder has the skills and experience to manage staff)
- Experience of managing projects and Prince II Foundation qualified (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
- Experience of major development schemes or town expansion including negotiation skills and the implementation of Master Plans, Framework Plans and Design Codes and S106 requirements.
- A specialism, or evidence of an interest and commitment to high quality design.

**Decision Making:**

- 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 Directorates– 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 Regional Organisations - contact in respect of current planning applications and referral to the Office of the Deputy Prime Minister.
- 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 (typically every 3 weeks) Project Boards, Project Teams and regular informal liaison as appropriate.

**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 work has changed fundamentally with the replacement of the Town and Country Planning Act, 1990, with the Planning and Compulsory Purchase Act, 2004. 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 Act and the new set of Development Documents.

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.

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:

Print Name:

Date:

Line Manager Signature:

Print Name:

Date: