



SWINDON
BOROUGH COUNCIL

Role Profile

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| Job Title: Principal Planner (Development Management) | Role Profile Number: SBC_11275 |
| Grade: Level 11 | Date Prepared: 28/01/21 |
| Directorate/Group: Economy and Development | Reporting to: Head of Planning / Planning Manager |
| Structure Chart attached: | No |

Job Purpose

To provide a senior level of expertise and responsibility within the Planning Teams, provide support to the Planning function and manage a caseload of complex and significant planning applications ensuring the effective implementation of the Development Plan.

Key Accountabilities

- To provide support to the line manager in relation to the organisation and management of Compliance in the execution of the Local Planning Authorities statutory powers and duties to enforce Planning Control.
- To provide project management support in relation to managing and overseeing the compliance of planning conditions, in consultation with case officers and the Council's enforcement function, in the administration, monitoring, recording, investigation, collection of evidence, discharge of conditions and, if appropriate, the prosecution of breaches of planning control.
- To provide planning input and support to the Council's Planning Enforcement Officers in taking 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.
- To implement the Development Plan along with related local and national advice and guidance.
- To represent the Local Planning Authority in the defence of decisions, including at Hearings and Public Inquiries.

- To represent the Local Planning Authority in discussions about current or proposed development applications with national and local organisations.
- To manage planning officers, which will entail undertaking appraisals and regular 121s, to ensure that best value is achieved and performance targets are attained, including assisting in the identification of training needs.
- 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.
- 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.
- 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.
- 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.
- 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.
- To manage, co-ordinate and deliver key projects required in the continual improvement of the development management 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
- 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.

- To manage and co-ordinate development management involvement in the preparation, monitoring and review of the Development Plan.
- To respond to queries from internal or external sources regarding development management and policy issues relating to local and/or neighbourhood policies about individual sites, including an assessment of development potential.
- To deputise for the Head of Planning and other Planning Managers as required.

Supplementary Accountabilities

- To participate in equality and diversity training, information briefings and events as and when required as part of continuous professional development.
- To promote equality and diversity best practice in all areas of work.
- To promote the Council's policies and procedures for good records management; ensure that all information related to the post and functional responsibilities is created, maintained, stored and retrieved in accordance with the Council's procedures and policies and legislative requirements.
- Attending evening meetings outside normal working hours as required to undertake the key accountabilities identified above
- Ensure that any identified personal training needs are discussed with the immediate supervisor including being appraised in accordance with the Council's development and appraisal scheme and to undertake a programme of continuous development.

This role profile is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing needs of the Service Area, always in consultation with the post holder.

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- Experience in project managing major planning applications to achieve successful outcomes.

- Thorough knowledge of UK planning legislation, policy and guidance, particularly in relation to the development management function.
- An appreciation of the value of place and place-making skills.
- Experience of preparing and presenting reports to Committee.
- Experience of the preparation and presentation of evidence at Planning Appeals.
- Knowledge of the development industry and an understanding of development viability and the development process.
- Experience of directly involving the community in the planning process and in 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).
- Proven communication and negotiation skills with a wide range of stakeholders and commercial organisations.
- Experience of successfully managing projects, including the commissioning of tasks.
- Computer literacy in word processing, database, spreadsheet and presentation packages and ideally geographic information systems.
- Experience of staff supervision.
- Ability to travel across the Borough for meetings and site visits, ability to drive.

Qualifications

- 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).

Decision Making

- There is delegated responsibility to sign off decisions on a range of planning application types.

- There is delegated responsibility for agreeing amendments at Public Inquiries and Hearings.
- There is a requirement to make decisions on project management and methods of project development, with short term implications.
- Judgemental assessments are required on significant planning applications with implications of these decisions lasting for hundreds of years once built.
- Judgemental planning advice to elected members.
- Judgment required on responding to requests for information, including detail, analysis and presentation.

Creativity and Innovation

- The post-holder is expected to assist the Deputy Service Manager – Development Management in the continual review of the Development Management function and promote innovative methods of solving existing problems and creating new opportunities to improve the service.
- 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.

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| <p><u>Job Scope</u></p> <p>Number and types of jobs managed</p> <ul style="list-style-type: none"> • The post holder will be expected to manage, carry out Appraisals and regular 121s of 3+ officers. <p>Typical tasks supervised/allocated to others</p> <ul style="list-style-type: none"> • Signing of decisions on planning and related applications | <p>Budget Holder</p> <p>Responsibility</p> <p>Asset Responsibility:</p> | <p>No</p> <p>Senior Planner Planning Officer Graduate Planner / Planning Apprentice</p> <p>Laptop, phone, tablet (shared), other office equipment to facilitate working from home.</p> |
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Contacts and Relationships

(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)

Day to day contact with the following:

- Elected Members and Parish Councils on planning and related matters
- Other Directorates involved in the planning process
- Key external stakeholders and statutory consultees

Other Key Features of the role

(working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury).