

Job title:	Senior Planning Officer (Masterplanning)	Role Profile No	SC2261
Grade/s	Q	Requisition No	
Directorate	Communities & Housing Planning & Reg. Services Masterplanning, Design & Conservation	Reporting to:	Team Leader – MDC
Pillar Strand		Responsible for:	No staff responsibilities

Role Overview

To determine, through delegated powers and via recommendation to the Service Manager or Planning Committee, a range of applications including reserved matters, full and other applications (including Non material amendments and variation of Conditions), and Certificates of Lawfulness and submissions under Local Development Orders if required as well as large, complex and major applications. This includes pre-application discussions, consultations, consideration of all material planning matters, negotiations, drafting reports, negotiating legal agreements, coordination of environmental matters, making recommendations in accord with Planning law and, if required, defending at appeal. Attendance at public meetings, planning committee and appeal proceedings is an important element of this discipline.

Role Purpose:

To

- Contribute to delivering the statutory Development Control function for Swindon Borough in regard to Strategic Allocations
- Implement the Local Development Framework along with related local and national advice and guidance
- Assess a range of planning and related applications and submissions, for the development of land and provide a written case report and recommendation for each application
- Assist the wider team in the delivery and monitoring of the major development areas including the negotiation and implementation of master plans, framework plans, design codes and briefs, as necessary and the analysis of data and implementation of procedures
- Provide written and oral advice to the Planning Committee to assist in the determination of these planning applications and related matters
- Represent the Local Planning Authority in the defence of decisions, including at Hearings, and Appeals
- Initiate, investigate and take appropriate action to rectify breaches and alleged breaches of planning

control

- Act as lead officer in relation to major projects and sites and oversee long term objectives set by planning conditions, s106 triggers and overarching frameworks, using project management techniques as appropriate
- Provide advice on a day-to-day basis about development constraints and opportunities
- Represent the Local Planning Authority in discussions about current or proposed development applications with national and local organisations.
- Work with the Council in its role as developer to provide planning advice to its Wichelstowe, Property and other internal teams in respect of proposals that may be brought forward
- Promote and engage in pre-application discussions and Design Review across a range of proposals but particularly the major allocations
- Assist the wider multidisciplinary team as necessary in terms of planning support and project management and organisation of work through new process and procedures

Role Accountabilities:

To

- Check the validity of planning and related submissions and identify requisite statutory and non-statutory consultations along with the appropriate level of publicity.
- 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 minor planning and related applications, ensuring that full consultation is carried out and that responses duly made are taken into consideration before applications are determined.
- Determine planning and related applications submitted to the Local Planning Authority: Prepare and review case reports to assess the planning merits of all planning and related applications, making recommendations for the development of land for determination by the Planning Committee, or under powers delegated by the Planning Committee. Determining some applications directly under delegated powers.
- Attend Planning Committee meetings as required to present planning applications, to brief elected Members, to respond to public questions and to provide written and oral advice prior to the determination of applications.
- Prepare and present evidence on applications in your caseload and in relation to the wider major development areas, at public meetings, examinations, inquiries or hearings, as required to support the Council's decisions.
- Review continually the procedures and processes to ensure efficient and effective performance, ensuring that new legislation, policies, advice and statements are followed, and that best practice is observed and national and/or local targets are met or exceeded.
- Contribute to the development of new guidance and procedure notes for the efficient and effective processing of planning and related applications and lead on agreed projects to secure the continual improvement of the Development Management function.
- Participate in multi-disciplinary working including managing project teams, and monitoring exercises necessary to the successful fulfilment of the major development areas.
- Respond to pre-application submissions for development highlighting the need to commission and manage external consultants, where appropriate.

- Participate in the preparation, monitoring and review of the Development Plan through all stages, in relation to the major development areas and other relevant areas, including implementation of policies and guidance.
- Assist the Enforcement Unit(s) in the recording, investigation and collection of evidence of alleged breaches of planning control relating to the major development areas and assist in enforcement action to rectify such breaches.
- Develop and maintain appropriate service contacts and linkages throughout the Council, with other planning authorities and the private sector to assist with building professional relations, benchmarking and sharing good working practices.
- Respond to consultations from adjoining authorities on development proposals, which may have an impact on the major development areas
- Contribute to and assist in the training of elected Members in relevant disciplines.
- Represent the Council at meetings as directed by the Service Manager, or Head of Service
- Partake and lead in public participation exercises to include public exhibitions and workshops in relation to the major development areas, or other planning issues, as well as attendance at Public Meetings and such other forums as necessary to ensure adequate and satisfactory public participation.
- Ensure a high quality of development through negotiation of schemes, promotion of the Design Review process and the provision of planning advice to other officers, Council departments and external developers.
- Support team members from other disciplines in relation to planning issues, work programming and organisation
- Undertake any other duties appropriate to the level and responsibilities of the job.
- Take responsibility for understanding and implementing the Council's own policies and protocols.

Knowledge and Experience

- Post qualification experience in a local planning authority within Development Management is required and experience of local planning authority planning policy work is desirable (particularly in a Local Authority)
- A Degree (Bachelor or Masters) in Town and Country Planning (UK) (required to ensure an appropriate technical knowledge of UK Planning Legislation).
- Ability to read plans and assess 3-dimensional proposals presented in 2-dimensional formats.
- Experience of managing a caseload of development management work (LPA) that includes major development, to meet deadlines (to ensure that set tasks are completed efficiently within set targets).
- Experience of leading on projects and a proven track record of negotiating improvements to submitted applications to secure high quality design standards (to meet local and national requirements).
- Experience of strategic allocations, Masterplanning, Design Coding, and major development from within a local planning authority would be an advantage
- Experience of presentation at Planning Committee and other formats (desirable as communication written and oral is a key part of the role)
- Computer literacy in word processing, database, spreadsheet and presentation packages is essential (required for day to day undertakings of the job), and experience of GIS preferable with knowledge of

MapInfo and Uniform a distinct advantage.

- Ability to make site visits (Full UK driving licence).
- Fluent in the English language (as a requirement of Part 7 of the Immigration Act – for the effective performance of a customer-facing role)

Statutory and or Qualifications required for this post:

- A Degree in Town & Country Planning (required to ensure an appropriate level of technical knowledge)
- Membership (or proven eligibility for membership) of the RTPI
- Post qualification development management experience in a Local Planning Authority (given the seniority of the role this is a key requirement to ensure the candidate can fulfil the post requirements on day one, with little or no additional training)

Values and Behaviours

We strive to underpin our culture through strong management and authentic leadership, this means getting the management basics right, and ensuring what we commit to individually and collectively, we own and demonstrate accountability aiming to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, this means in our work we are:

Connected: We put Swindon and its people at the heart of everything we do.

We display a communication and behaviour style that promotes a positive Council identity in connecting with residents, customers, colleagues and other stakeholders ensuring a partnership approach to delivering our vision. Always asking, “is what I am doing in the best interests of Swindon and its people,”?

Resilient: We are forward thinking and work smart

We seek to identify where things can be improved, ensuring this learning is embedded, evaluated and built upon through a strong approach to continuous organisational development.

Brave: We respect and work together with our colleagues and customers to achieve success

We act in an emotionally intelligent way, setting positive examples around accountability, risk and governance. This will be delivered through developing ourselves and our teams to achieve the highest possible levels of productivity and performance.

Contacts and Relationships

- Working closely with the relevant developer project team(s), elected Members, Parishes, local communities, improving communication and connectivity in order to make better use of the resources, facilities, relationships and partnerships is fundamental to this role.
- Working in a collaborative manner with external and internal customers, community members and other bodies that interact with this post is essential.

Other Key Features of the role

This role involves working as part of a wider multidisciplinary team of professionals. Candidates must

demonstrate a positive attitude, awareness and respect for other disciplines and experts within the team and have a willingness to collaborate and support others.

Service Manager: Line Manager:	
Signature:	Date: