

**Job Description**

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| **Department** | **Department of Place** |
| **Job Title** | Principal Development Officer (Planning Control) |
| **Grade** | I |
| **Primary Purpose of Job** | To provide senior professional support to the Planning Control Section and assist in the management of the service in accordance with the statutory requirements placed on the organisation. |
| **Reporting To** | Development Manager (Planning Control) |
| **Direct Staffing Reports** | Development Officers (Career Grade) and any other relevant staff within the Divisional Development Team as determined by the Head of Planning |

**Main Duties**

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| **1** | To effectively support and review the management of the work of the Planning Control service in accordance with the Council’s Team Leader competency model (including leadership, putting customers at the heart of what we do, implementing our vision, engaging others, communicating powerfully, changing culture, developing and managing people, and continually improving performance). | | | |
| **2** | To ensure the team discharges the Council’s liabilities and responsibilities and ensure that related decisions and advice are provided in accordance with all relevant legislation, policy and professional standards and maintain accurate records:-  a) To ensure compliance of developments, land and property in the Borough with all current and emerging planning legislation and policy;  b) To provide appropriate advice as necessary regarding planning applications, enforcement, information or sustainable development and related matters, and associated charges, including negotiating with applicants and others; and  c) To evaluate and make recommendations on more complex planning and related applications or enforcement issues, environmental impact assessments, minerals or waste matters.  d) To evaluate and make decisions on less complex planning and related applications or enforcement issues. | | | |
| **3** | Prepare and review supplementary planning documents, policy notes, development briefs or other appropriate planning documents, including those in support of development plan preparation and the Local Development Framework as requested by the Chief Planning Officer. | | | |
| **4** | Prepare and review statements for appeals, and attend and give evidence at inquiries and hearings, as required. | | | |
| **5** | To take responsibility for the day-to-day management of staff, including disciplinary and grievance procedures, recruitment and retention selection, training and development, sickness absence and health and safety issues in accordance with Council policies. | | | |
| **6** | To assist the Head of Planning and the Development Manager to monitor and improve performance of the Section (including through developing appropriate performance indicators and service improvement plans) and to enhance the reputation of the Development Management service within and outside the Council. | | | |
| **7** | To positively promote, engage, apply and use appropriate ICT hardware and software in the carrying out of the main duties as appropriate and to assist the Development Manager (Planning), Development Manager (Strategic Development) or Development Manager (Planning Strategy), to identify opportunities, develop and maximise usage within the service of IC systems, electronic and mobile working and electronic communications. | | | |
| **8** | To develop effective working relationships with key stakeholders including elected members, staff, customers, government agencies, other local authorities, professional bodies and other service providers. | | | |
| **9** | To deputise for the Development Manager and the Head of Planning at related meetings. | | | |
| **10** | To undertake any other duties as directed by the Development Manager. | | | |
| **Date Job Description prepared/updated:** | | **August 2022** | |
| **Job Description prepared by:** | | | **Head of Planning** | |

**Person Specification**

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| **Department** | | | **Department of place** | | | |
| **Job Title** | | | **principal development officer (planning control)** | | | |
| **Stage One** | | | Candidates who are care leavers, have a disability, are ex-armed forces or are a carer (see [Carers-Charter-FINAL.pdf (gmhsc.org.uk)](https://www.gmhsc.org.uk/wp-content/uploads/2018/04/Carers-Charter-FINAL.pdf) are guaranteed an interview if they meet the essential criteria for the role | | | |
| **The Minimum Essential Requirements for the above Post are as Follows:** | | | | | | **Method of Assessment** |
| **1.** | **Skills and Knowledge** | | | | | |
| 1. | The ability to provide appropriate advice on the full range of planning matters based on up-to-date technical knowledge and advanced theoretical, practical and procedural knowledge, both internally to senior managers and externally. | | | | | Interview |
| 2. | Awareness and working knowledge of the statutory Legislative Framework for the Development Management service | | | | | Application/Interview |
| 3. | The ability to analyse varied and highly complex situations, technical planning issues effectively and make recommendations for action to the Director, Executive Member(s), or Committees or make final delegated decisions. | | | | | Interview/Assessment |
| 4. | Awareness, understanding of, and the ability to use and develop ICT and GIS systems to make full use of appropriate software and hardware in the development of the Section. | | | | | Interview |
| 5. | Ability to record and use information within departmental, Authority and legal guidelines. | | | | | Interview |
| 6. | The ability to work within multi-disciplinary and cross agency teams including professional officers and non-specialists. | | | | | Interview |
| 7. | Excellent presentational skills with experience of attending and presenting planning applications at Planning Committee meetings. | | | | | Interview/Assessment |
|  | **Competencies** – Please note the council’s corporate competencies, which are essential for all roles, are below in the Core Competencies section | | | | | Interview |
| 8. | Have an understanding of the political sensitivities of local government, the respective roles of Elected Members and Officers and key decision-making processes. | | | | | Interview |
| 9. | Skilled and experienced in the development, implementation and monitoring of performance improvement plans and contributing to the business planning process. | | | | | Interview |
| 10. | The ability to work on one’s own initiative to prioritise own workload and adapt accordingly. | | | | | Interview |
| 11. | Excellent written, verbal, professional and inter-personal skills enabling effective communication with staff, management, directors, elected members and the general public in particular. | | | | | Interview |
| 12. | The ability to innovate, develop, articulate, lead, plan, improve and manage change, service improvement processes and performance for the efficiency and effectiveness of the Section and the Council. | | | | | Interview |
| 13. | The ability to lead and manage staff through the use of leadership techniques to support them and to provide a clear work programme, monitoring performance and providing support and guidance. | | | | | Interview |
| 14. | **Competencies** – Please note the council’s corporate competencies, which are considered to be essential for all roles, are in the attached CORE COMPETENCIES document | | | | | Interview |
| **2. Experience/Qualifications/Training etc** | | | | | | |
| 1. | | Experience of dealing with complex planning, including pre application advice, managing enforcement matters and providing advice to colleagues, senior managers and members. | | | Application/Interview | |
| 2. | | Experience of operating at a senior level with direct  line management responsibility, enabling applicant to  be eligible (or have already gained) full corporate  membership of RTPI. | | | Application/Interview | |
| 3 | | Degree or Diploma in Town Planning or a related  discipline that would allow membership of the Royal  Town Planning Institute. | | | Application/Interview/Certificates | |
| 4. | | Evidence of continued professional development to meet the changing demands of the role. | | | CPD log (before confirmation) | |
| **3. Work Related Circumstances** | | | | | | |
| 1. | | All posts require the job holder to undertake mandatory training for the role and to regularly review their developmental needs in conjunction with their line manager. Development of our employees plays a key role in delivering our services | | | Interview | |
| 2. | | The Council has a framework of Values & Behaviours that guide our behaviour and decision making to help achieve our vision. All employees are expected to be mindful of these when undertaking their work. | | | Interview | |
| 3. | | Willingness to undertake some out of hours work as  Appropriate. | | | Interview | |
| 4. | | Willingness to travel outside of the borough as appropriate. | | | Interview | |
| 5. | | Willingness to promote all policies of the council and promote the service as necessary. | | | Interview | |
| 7. | | This post has been designated an essential car user post. Applicants must hold a full, current and valid driving licence and a vehicle with a current valid MOT certificate. There must also be adequate vehicle insurance cover to comply with the council’s requirements, in line with the Travel Costs Reimbursement Policy | | | Application/Interview | |
| **STAGE TWO** | | | | Will only be used in the event of a large number of applicants meeting the minimum essential requirements | | |
| **Additional Requirements** | | | | | | **Method of Assessment** |
| **1. Skills and Knowledge** | | | | | | |
| 1. | A full corporate member of the RTPI | | | | | Interview/certificates |
| **2. Experience/Qualifications/Training etc** | | | | | | |
| 1. | Evidence of skills or qualification in a discipline that aligns with the delivery of the Development Management service | | | | | Interview/  Certificate |
| 2. | To have undertaken ongoing management development and training, or to have a recognised management qualification at degree or diploma level | | | | | Interview/  Certificate |

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| **Date Person Specification prepared/updated** | **August 2022** |
| **Person Specification prepared by** | **Head of Planning** |

**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.

**The values of an organisation are those key principles by which people are expected to work to day to day. They’re our culture and help define what is expected of each and every one of us**.





