



Title	Department	Post Ref.
Principal Planning Officer (Band B)	Place	
Job Purpose Responsible for delivering aspects of the County Council's statutory planning functions including policy, minerals and waste local development frameworks and development management.		
Key Responsibilities 1. Either: (a) Taking a lead role in the preparation and management of all or a significant element of statutory and non-statutory plans including leading on significant topic areas and all community involvement initiatives; or (b) processing the full range of planning applications and associated submissions from receipt to officer recommendation. 2. Preparing a full range of guidance, briefs and plans in connection with the work of the Group. 3. Giving advice and comments on the full range of planning matters including consultations from other Authorities, agencies and other third parties. 4. Preparing and presenting evidence at Public Local Inquiries and other hearings as expert planning witness on a wide range of planning matters. 5. Presenting planning briefs and other material in person to Members, officers, external parties including the public as required. 6. Representing the County Council on internal and external professional groups, liaison meetings, workings parties and other bodies linked to key work areas. 7. Carrying out a range of projects on behalf of the Group, including corporate activities of the Department and/or Authority. 8. Supervising the work of junior staff and being actively involved in managing their workload and professional development.	Key Accountabilities 1. To ensure that correct processes and procedures are being followed and to advise the appropriate manager to ensure compliance. 2. Work efficiently and effectively to support services provided by the Planning Group in line with appropriate performance indicators.	
The post holder will perform any duty or task that is appropriate for the role described		

Person Specification**Education and Knowledge**

1. A Royal Town Planning Institute accredited Degree or Diploma plus 4 years relevant experience.
2. Extensive knowledge and understanding of land-use planning including planning legislation, procedures and concepts.
3. Knowledge of a range of mineral extraction/restoration procedures and/or waste management practices; and/or understanding of the national, regional/sub-regional planning context.

Experience

8. Experience of using IT applications e.g. word processing, databases, spreadsheets, GIS, email and internet.
9. Ability to interpret information from maps and plans and analyse data.
10. Experience of effective interpersonal skills (telephone/face to face inquiries).
11. Personal organisational skills (task prioritisation and time management).
12. Ability to handle situations with tact and diplomacy.
13. Ability to work unsupervised and undertake duties and responsibilities of the post with initiative and independence.
14. Proven skills in project management and implementation.

Personal skills and general competencies

4. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff.
5. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers.
6. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available.
7. Ability to meet agreed objectives and delivery targets by the effective use of resources.

Role Dimensions

15. Ability to give advice and negotiate on all planning matters.
16. Ability to project lead on a major aspect of the work of the team.
17. Ability to process all planning applications and/or related matters including consultations. The decisions of the Development Management team are open to appeal and legal challenge. Workload includes dealing with high profile/controversial issues which will involve legal services, politicians, Government offices, interest/protest groups and the media.
18. Ability to prepare and present a full range of reports and written representations, including evidence for hearings, public inquiries and examinations in public with minimal supervision.
19. Ability to make effective oral presentations in both internal and external meeting situations and to possess good listening skills.

20. Ability to cross rough terrain and attend site meetings, occasionally outside normal office hours if required.
21. Full current UK driving licence.
22. Awareness of the political process and ability to handle politically sensitive issues.
23. Ability to deputise for the Team Manager on selected matters.
24. Ensuring planning submissions are accompanied by correct fee level.
25. No direct reports but requires ability to supervise and mentor.

Please attach a structure chart

Date 08/08/2018