

Principal Development Management Planner

Job Summary	
Grade	5
Responsible To	Principal D M Planner
Responsible For	None
Job Purpose	Work as part of a team of development management specialists helping deliver an effective and efficient planning service through the determination of a varied caseload of planning applications ranging from householders to major development proposals
Location of Job	Dereham – Remote enabled - Staff will be required to attend site at least 2 days per week
Directorate/ Service Area	Economy & Growth
Description of Duties	
Primary Functional Objectives of the Role	<ul style="list-style-type: none"> ▪ Manage a personal caseload of major applications or applications related to major planning applications, s106 agreements and relevant pre-application advice. ▪ Deal with all aspects of the Development Management process to include consultations and negotiations with applicants and agents to obtain quality outcomes in a timely and efficient manner ▪ Provide consistently high professional advice on planning matters to clients, members of the public, Councillors and others as necessary and provide timely, comprehensive and accurate reports and recommendations on planning applications to meet relevant targets. ▪ Deputise for the Head of Development Management or Majors Project Team Leader, as required, as well as signing off and allocating planning applications. ▪ Attend and present in a clear and concise manner at Planning Committee and public meetings ▪ Support your peers and mentor more junior staff to ensure project and team targets are met and knowledge and expertise is shared. ▪ Prepare appeals in relation to planning and enforcement matters and attend and provide expert evidence at Informal Hearings and Public Inquiries, as necessary. ▪ Be involved in service improvements and our business operations to ensure resilience, efficiency and effectiveness going forward.

	<ul style="list-style-type: none"> ▪ Give detailed and accurate Pre-Application advice in writing and face to face. ▪ Provide excellent customer service. ▪ Keep up to date with and where relevant share with others current relevant legislation ▪ Comply with Health and Safety rules for the safety of yourself and others. ▪ Be proficient in the use of MS Office (Word, Outlook, Excel, PowerPoint etc), and in data analysis software/programmes ▪
<p style="text-align: center;">Primary Line/Performance Management Objectives of the Role (If Applicable)</p>	<ul style="list-style-type: none"> ▪ Work as part of a team of development management specialists helping deliver an effective and efficient planning service through the determination of a varied caseload of planning applications and pre-applications ranging from householders to major development proposals.
<p style="text-align: center;">Primary Leadership Objectives of the Role (If Applicable)</p>	<ul style="list-style-type: none"> ▪ Mentoring Junior Planning Staff

This job description is not an exhaustive range of tasks and responsibilities and is subject to the changing requirements of the Council.

The job description outlines the current position and will be subject to review in the light of development within the service, in consultation with the post holder as detailed in your Contract of Employment.

Principal Development Management Planner: PERSON SPECIFICATION

Experience & Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> ▪ Five years post qualification experience in development management. ▪ Membership of the Royal Town Planning Institute and up to date CPD or eligibility and willingness to join. ▪ Experience of acting as expert witness at Planning Inquiries and/or Hearings. ▪ Experience of presenting complex applications in a clear way to Planning Committee. ▪ An understanding of Planning Enforcement matters. ▪ Good verbal and written communication skills to include an ability to make concise focused 	<ul style="list-style-type: none"> ▪ Experience of working in a Local Authority Planning Department ▪ Experience of using Idox Cloud Planning

<p>oral presentations to a wide range of audiences.</p> <ul style="list-style-type: none"> ▪ The ability to consider a wide range of complex issues and balance those issues to make a clear and reasoned judgement. ▪ Prepare appeals in relation to planning and enforcement matters and attend and provide expert technical evidence at Informal Hearings and Public Inquiries. ▪ A thorough specialist knowledge of current Planning Legislation and Guidance and be able to explain this to others, participate in lively debate with colleagues and interpret and provide guidance on it to more junior colleagues. ▪ Have knowledge of what constitutes good Policy writing, writing and preparing Neighbourhood Plan and be able to influence enforcement action by providing detailed opinions on not only the planning merits but the harm caused by the development ▪ Good analytical skills to be able to challenge evidence submitted in connection with land use planning matters. ▪ Proficiency in MS Office (Word, Outlook, Excel, PowerPoint etc), and in data analysis software/programmes. ▪ Good time management skills with the ability to prioritise and manage large workloads for yourself and your team, and to work flexibly to meet the requirements of the business. ▪ The ability to use your own initiative to solve challenges. ▪ Good Member liaison and customer service skills, including a willingness to liaise with customers via a range of means (in writing/person etc). ▪ The ability to work with a wide range of people and to work as a member of a team, as well as provide guidance and advice, when required. 	
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<ul style="list-style-type: none"> Hold a current driving licence and access to your own vehicle 	
Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> A Masters or Diploma in Town and Country Planning or equivalent. Membership of the Royal Town Planning Institute and up to date CPD or eligibility and willingness to join. 	
Essential Behaviours	
<p>Job Specific Behaviours (See the Behaviours Framework)</p>	<p>Collaborative:</p> <ul style="list-style-type: none"> I look for ways to work in partnership and listen supportively to the ideas of others, building on their ideas, while sharing my views and knowledge. I listen supportively to the ideas of others, building on their ideas, while sharing my views and knowledge I recognise the skills, talent and experience of others and reach out to them for their contribution and input <p>Ambitious:</p> <ul style="list-style-type: none"> I always ask myself ‘How could we do this better?’, taking ownership of change and helping others to understand, adapt, implement, and embed it. I have an open mindset, take risks and explore new ways of doing things. I am a proud ambassador, taking pride and responsibility for the work we do and encouraging others to do the same I take ownership of change and help others to understand, adapt to, implement and embed change <p>Results Driven:</p> <ul style="list-style-type: none"> I make sure I am clear on what I need to achieve, keeping a focus on results and solutions. I am driven, showing courage and resilience even when things don’t go to plan. I am flexible ensuring I provide the best possible service, wherever and whenever is best for the customer <p>Empowering:</p> <ul style="list-style-type: none"> I ask for help and support when needed, and take responsibility if things don’t go well, learning from it for my own and for the organisation’s development <p>Supportive:</p> <ul style="list-style-type: none"> I treat others as I would want to be treated myself, ensuring that I am welcoming, friendly and approachable. I give time to colleagues who need help or support
Health & Safety (exposure to risk)	
<ul style="list-style-type: none"> The postholder needs to demonstrate ability to deal with frequent interruptions and demands on a daily basis. 	



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