

<b>Designation:</b>	<b>Principal Planning Officer (Major Sites)</b>
<b>Grade:</b>	<b>Stroud 7</b>
<b>Hours:</b>	<b>37</b>
<b>Location:</b>	<b>Ebley Mill</b>
<b>Job Purpose:</b>	<b>To evaluate and process major planning applications and lead the Majors Sites team</b>
<b>Responsible to:</b>	<b>Majors and Environment Team Manager</b>
<b>Responsible for:</b>	<b>Direct supervision of Senior Planning Officer (Major Sites) and Major Sites Co-ordinator</b>

## KEY DUTIES

- To undertake the day to day management of the Major Sites Team providing clear direction in order to prioritise work
- To manage and process a caseload of complicated, contentious and significant major planning and other related applications, making recommendations that demonstrate a clear understanding of the planning balance, within Government targets. Providing well researched, comprehensive, clear and concise officer reports.
- To prepare appeal statements of case, statements of common ground and Proofs of Evidence. To represent the Council at hearings and appear as expert witness at Public Enquiries
- To provide high quality, informative responses to pre-application planning enquiries within identified timescales
- To attend and present applications to Development Control Committee (presenting other team members items where necessary) and Sites Inspection Panel
- Delegated authority for determining discharge of condition applications, non-material minor amendments, tree applications and signing off the team's written pre-application planning advice
- To attend and advise at meetings with stakeholders, such as Parish and Town Councils
- To actively participate in the Development Team approach for all Major applications
- To lead, motivate and inspire the team, seeking methods to improve performance
- To monitor and manage the performance of the Majors Team and to ensure applications and pre-application planning advice are determined within local and Government targets
- Undertake documented 1:2:1's with Senior Planning Officer (Major Sites) and Major Sites Co-ordinator
- Mentor and provide guidance and technical advice to Senior Planning Officer (Major Sites) and Major Sites Co-ordinator

- To manage annual leave, flexitime and sickness within the Major Sites Team
- To keep informed of, analyse and disseminate new legislation, regulations and Government guidance affecting the Planning Service
- To contribute to the preparation of Local Planning Policy as part of any forthcoming Local Plan reviews
- To provide professional, high quality advice to all customers, negotiating with applicants and agents to achieve high quality outcomes that demonstrate innovation and a willingness to find solutions
- Approach applications in a positive manner, demonstrating a can-do attitude
- To make balanced judgements on all planning matters, applying Local, National Planning Policy and taking a broad range of multi-disciplined material considerations into account
- Demonstrating great attention to detail, taking responsibility for well presented, professional correspondence and documents (including emails, letters, reports and decision notices)
- Proactive engagement and communication with stakeholders, statutory consultees and elected Members in relation to planning applications and appeals
- Instruct and negotiate on Section 106 Legal Agreements relating to planning applications
- Instruct and co-ordinate works undertaken by external consultants in association with planning applications and appeals
- To deputise for the Majors and Environment Team Manager
- Research Level 1 complaints and deputise for Majors and Environment Team Manager in dealing with these, as appropriate
- Any other planning related tasks as required by their line manager

## SKILLS AND KNOWLEDGE

- Member of the RTPI (committed to becoming a member within 2 years post appointment)
- Experience of staff management or supervision
- Relevant management qualification or willingness to work towards one
- Excellent understanding and appreciation of Local and National Planning Policy, regulations and guidance
- Excellent written and verbal communication skills
- Excellent IT skills, including use of MS Office software and Document Management systems
- Ability to manage own time and workload
- Flexibility in approach
- Good team worker and demonstration of leadership
- Ability to innovate, research and problem solve
- Ability to undertake work of a range of advanced activities
- Committed to providing excellent customer service

## COMPLEXITY AND CREATIVITY

- The level and complexity of planning applications being considered by the post holder will require an excellent understanding of planning legislation and

case law, ability to apply the planning balance and an ability to consider imaginative solutions

- Respond promptly and politely to queries and complaints
- Fostering a culture of excellence, collaboration and positive enthusiasm within the team
- Diplomacy
- The ability to show initiative and implement improvements to administrative practices

## JUDGEMENT AND DECISIONS

- Required to exercise discretion in a range of areas where advice is not normally available and policies and procedures provide only general guidelines.
- Responsible for making judgements on planning and other related applications in compliance with regulations and planning policy.
- To apply logic, reason and consistency to decision making.

## CONTACTS

- Members of the Council
- Members and staff of other Local Authorities/Partner Agencies
- Suppliers
- Members of the Public
- Applicants and Agents
- Town and Parish Councils

## RESOURCES

- Little or no responsibility for physical or financial resources.

## TRAVEL DESIGNATION

- HMRC mileage rates apply

## GENERAL

- To work with communities sometimes outside normal office hours, including weekends.
- To ensure that at all times service delivery informs, reflects and supports the Council's prevailing aims and objectives.
- To work with colleagues across the organisation as required in support of organisational goals.
- To promote the Council's overall commitment to equality of opportunity/Diversity at all times and work within the requirements of the Council's Equality Scheme.
- To undertake all training and development initiatives as required.

- To work within Health and Safety guidelines in accordance with the Health and Safety at work Act.
- To work within the requirements of the Council's Environmental Policy and Management System.
- To undertake any appropriate duties required to meet the Council's obligations under the Civil Contingencies Act.

*This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.*