

## Job Description

<b>Job Title</b>	Principal Planning Officer Development Management (Neighbourhoods)
<b>Directorate</b>	City Development
<b>Service Area</b>	Planning & Building Control
<b>Grade</b>	Grade 9
<b>Competency Level</b>	2
<b>Salary</b>	£49,764 - £54,916
<b>Job Type</b>	Hybrid
<b>Location</b>	Citywide
<b>Disclosure and barring service (DBS)</b>	Not Required
<b>Job Evaluation Ref No</b>	

## Job Purpose

To deputise for the Development Management Team Leader (Neighbourhoods) in all aspects of managing the team and to deliver a full Development Management service in a customer focussed, business friendly approach to provide a modern Planning service.

### **Directly Responsible For:**

Not application

### **Directly Responsible To:**

Team Leader Neighbourhoods

### **Main Areas of Responsibility:**

- To use all resources (both time and financial) allocated to specific projects and areas of work effectively and efficiently in accordance with Service objectives and the Team's work programme
- To deputise for the Team Leader in managing the team and the statutory Development Management functions in terms of assessing planning and other applications, preparing reports and recommendations, preparing appeal statements and giving evidence to public hearings/inquiries, giving pre-application and general advice, responding to complaints breaches of planning control and general enforcement matters
- To allocate and sign off all types of applications across the development management teams
- Determine all types of planning applications, including major schemes, agree details and other functions delegated to the Chief Planning Officer in the Council's scheme of delegation which comply with Council Policy
- To deal with major planning applications from submission through negotiation and determination, to implementation and delivery
- To work proactively with the Principal Planning Officers (City Centre Growth and Major Projects) including Deputising for the City Centre Growth and Major Projects Team when necessary
- To provide a quality, business friendly, customer focussed service

- To provide advice and support across Regeneration on any project, including deputising at key meetings
- Represent the Development Management Manager and provide a DM input to major projects, including involvement in corporate project teams as necessary
- Embed the Local Plan's vision and strategic priorities in planning decision making to help maximise development opportunities
- Review effects of existing policy and practice on development proposals and support preparation of DM policy and supplementary guidance, development briefs, practice notes
- Represent the area team as required including attendance at Planning Committee, inter departmental working groups
- Deputise for the Team Leader when absent in managing/supervising the work of the Team
- The monitoring and review of development control policies and standards, in conjunction with the Development Plans Team
- Input to preparation and review of the Local Plan

### **Supervision and Management Responsibility:**

- Ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development
- Manages performance and behavioural issues effectively
- Advise and provide guidance and training to junior and other members of staff

### **Budget and Financial Responsibility:**

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

## Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

## Physical Demands of the Job:

- The job would include using a computer and sitting at a desk for prolonged periods of time

## Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

## Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills



required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level 2.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

# Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualification and training

### Essential

- A degree/diploma in Town Planning. The qualification must be RTPI recognised (A/I)

### Desirable

- Further training in management, urban design, local planning would be an advantage

## Experience

### Essential

- Extensive experience in Development Management (A/I)
- Extensive experience of dealing with significant major development proposals, appeals and enforcement (A/I)
- Extensive experience of leading, motivating staff and allocating workloads (A/I)
- Experience of presenting at Planning Committee and giving evidence at Appeals or in court (A/I)
- Extensive experience of creating quality environments (A/I)

- Experience of taking responsibility for decision making, guiding staff and resource management within a Development Management Team within an urban authority (A/I)

### **Desirable**

- Project management experience

## **Skills/Abilities**

### **Essential**

- The ability to motivate and lead a team of staff (A/I)
- Proven and confident negotiator (A/I)
- Excellent presentation, communication and report writing skills (A/I)

### **Desirable**

- Ability to work well as part of a team
- Comprehensive knowledge of all support processes in relation to Development Management
- Ability to identify problems, set objectives, initiate action, work to a deadline and monitor results

## **Commitment**

### **Desirable**

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council



- Commitment to provide a quality development management service

## Other

### Desirable

- Self motivated with the ability to work with the minimum of supervision and be well organised
- A positive approach to the role of development management in an urban authority
- Possess a full driving licence

