

Job Description

Job Title	Principal Major Projects Officer
Directorate	City Development
Service Area	Planning & Building Control
Grade	9
Competency Level	2
Salary	£51,356 - £56,673
Job Type	Hybrid
Location	Citywide
Disclosure and barring service (DBS)	Not Required
Job Evaluation Ref No	

Job Purpose

To deputise for the Development Management Team Leader and deliver major planning applications and development projects of strategic importance across the City to achieve a modern, customer focussed, business friendly Planning service

Directly Responsible For:

Not applicable

Directly Responsible To:

Development Management Team leader City Centre Growth and Major Projects

Main Areas of Responsibility:

- To improve delivery of development projects of strategic importance to the City. The key role will work across traditional boundaries within the planning profession and involve the areas of development management, planning policy, the development team, design and implementation
- To deputise for the Team leader in managing the team and the statutory Development Management functions with a focus on delivering major planning applications and development projects of strategic importance
- To deal with major planning applications (and associated detailed applications) from submission through negotiation and determination, to implementation and delivery
- Provide advice and support across City Development on any project, including deputising at key meetings
- To assess and give advice on enquiries which could lead to major and complex planning applications
- To implement strategies to assist developers in submitting an application in the most appropriate form leading to a reduction in delays in determining applications. This will involve giving a corporate, consistent and comprehensive feedback quickly and effectively
- Indicating areas with any proposal which need to be addressed prior to the submission of a planning application. Also identifying subject areas where further information may be required, such as Environmental Statements, Transportation Assessments, Ecological Surveys, Legal Agreements, etc
- To work proactively with the Principal Planning Officer (Neighbourhoods) including Deputising for the Neighbourhood team when necessary
- The preparation of site briefs to provide guidance to developers



- To attend Committee Meetings and other appropriate meetings of the City Council when required as a representative for the Service
- Advise and provide guidance and training to junior and other members of staff
- Support senior management with policy development through the review effects of existing policy and practice on development proposals and support preparation of DM policy and supplementary guidance, development briefs, practice notes
- Embed the Local Plan's vision and strategic priorities in planning decision making to help maximise development opportunities
- Represent the area team as required including attendance at Planning Committee, inter departmental working groups
- 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

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:

- May include long periods of sitting and DSE use

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 and other skills allied to Development Management would be an advantage

Experience

Essential

- Extensive experience in development management (A/I)
- Extensive experience of dealing with significant major development proposals (A/I)
- Experience of presenting at Planning Committee and giving evidence at appeals or in court (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)
- Experience of leading staff and allocating workloads (A/I)

Skills/Abilities

Essential

- Ability to identify problems, set objectives, initiate action, work to a deadline and monitor results (A/I)
- Excellent proven negotiation skills (A/I)
- Excellent communication and presentation skills (A/I/P)

Desirable

- Good ICT skills

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- Commitment to provide a quality planning service

Other

Desirable

- Full driving licence
- A positive pro-active approach to the role of development management in an urban authority