



## Job Role: Principal Planning Officer

### Job Family: Specialist

## Broadland District Council and South Norfolk Council

### Purpose

To facilitate and encourage the delivery of the growth of the district as set out in the planning policies and ensure the growth meets all councils' policy and aims and objectives.

To determine and advise on major and complex applications.

### Key accountabilities

- Manage the performance, development, conduct and attendance of the Senior Planning Officer(s)/Planning Officer(s)/Planning Assistant(s).
- Facilitate and encourage the delivery of the growth of the district as set out in the development plan and ensure the growth meets all council policies, aims and objectives.
- Negotiate/initiate action with developers, applicants and other interest groups on pre-applications and formal applications and actively resolve issues and problems for all types of complex and major development proposals.
- Produce clear and concise reports and present these in a professional manner to the Development Management/planning Committee, Cabinet and other Council meetings. Act as professional lead and witness at public inquiries, informal hearings and the courts.
- Deputise for your team leader in their absence.

### Generic skills, knowledge and experience

- Undertake **problem-solving** duties on significantly complex technical activities.
- **Responsibility** for one or more technical specialist areas.
- Technical **decision-making** duties involving significant resources.
- **Excellent communications** skills including regular presentation to stakeholders such as corporate managers, Members, Committee/Panels or other key external bodies.

### Role specific skills, knowledge and experience

- Qualified to degree level in planning or related discipline.
- Chartered Membership of the RTPI or within 1 year chartered membership.
- Full UK driving licence.
- Significant and demonstrable post qualification experience of development management within a local authority or private practice.

- Able to demonstrate practical skills in the area of development management including the ability to innovate and tackle challenges in an imaginative, constructive and responsible manner.
- Thorough knowledge of planning legislation and developments.
- An ability to prepare reports on complex issues which may need to be presented orally and in writing, and be able to deal with any subsequent enquiries.
- Able to provide specialist advice to a variety of audiences.
- Able to demonstrate knowledge and understanding of the national and sub-regional planning agenda.
- Able to work under pressure and to tight deadlines demonstrating strong organisational and prioritisation techniques.
- Experience of line management.
- 56-70% of this role's time will be spend on external communication.

Date: 1 September 2019