

JOB TITLE:	Principal Planning Project Officer
DIRECTORATE:	Built Environment
POST NUMBER:	439
GRADE:	6
ACCOUNTABLE TO:	Principal Planning Officer - Team Leader
LOCATION:	Colebrook Street offices and other offices of the City Council. Site visits as required
QUALIFICATIONS:	<p>Full membership of the RTPI</p> <p>Minimum three years relevant experience reaching a satisfactory standard of professional competence in all aspects of development management as defined by the Team Leader and Head of Development Management</p>
POST OBJECTIVE:	<p>To work as a Principal Planning Project Officer in Development Management. Undertaking all aspects of development management commensurate with the grade of the post under the supervision of the Team Leader and Head of Development Management.</p> <p>To undertake other planning projects at a principal level as may be prescribed from time to time including working in association with the Strategic Planning Team.</p>
SPECIFIC TASKS:	<ol style="list-style-type: none">1) Undertake all development management duties to a professional standard organise workloads and meet deadlines in accordance with the department's performance indicators.2) Assess and make recommendations on planning applications, including major projects and working alongside Strategic Planning through the formation and implementation of the Local Plan policies for site allocations.3) Prepare delegated reports on development proposals.4) Prepare committee reports and present recommendations to the Development Control Committee and other committees and working parties.5) Represent the Council at Planning Inquiries as the planning witness.

- 6) Represent the Council at Hearings.
- 7) Undertake written representation appeals.
- 8) Carry out pre-application discussions and negotiations with applicants, developers and their agents.
- 9) Carry out post application implementation discussions and negotiations.
- 10) Undertake specific planning projects as may be specified from time to time by the Team Leader and Head of Development Management including working in association with the Strategic Planning Team.
- 11) Undertake other planning work in other teams within the department as may be prescribed from time to time by the Team Leader and Head of Development Management
- 12) Carry out any other duties as defined from time to time by the Team Leader and Head of Development Management

Health and Safety

Every employee while at work has a duty to take reasonable care of their own health and safety and that of other persons who may be affected by his/her acts or omissions at work - Health and Safety at Work Act 1974.

Equality

Winchester City Council bases its employment practices on the concept of equal opportunity. As an equal opportunity employer the Council opposes all forms of discrimination or unfair treatment on the grounds of gender, marital status, race, colour, nationality, national origin, ethnic origin, religious belief, sexual orientation, disability or age. No employee or job applicant will be disadvantaged by any condition or requirement which cannot be shown to be justifiable.

Safeguarding

Winchester City Council has a responsibility to safeguard and promote the welfare of children and vulnerable adults. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation.

Signed.....

Date



PERSON SPECIFICATION

JOB TITLE: Principal Planning Officer
439

POST NUMBER:

DEPARTMENT: Development Management
March 2014

DATE:

Requirements		Weighting	Assessment Method
Skills	<ul style="list-style-type: none"> • Communication • Articulate • Assertive • Design & \UD (appreciation of the built environment) • IT • Legislation/research, ability to absorb complicated facts, attention to detail, generalist 	3 3 3 2 3 3	I A/I I A/I A/I A/I
Experience	<ul style="list-style-type: none"> • Development Management at all levels – major projects • Appeals, PI's – difficult one • Committee presentations & papers to other groups/seminars/conferences • Planning – a wider perspective 	3 2 3 2	A/I A/I A/I A/I
Personal Qualities	<ul style="list-style-type: none"> • Independent & lots of initiative • Organised & Methodical • Ability to meet deadlines/time management • Management of varied and complex caseload • Aspirations • Team player • Outgoing & confident, positive outlook • Credibility with Councillors, PCs & other groups 	3 3 3 3 2 3 3 3	I I A/I A/I I I I I
Specific Job Requirement	<ul style="list-style-type: none"> • Site visits are a routine part of the job – must be willing/able to: 	3	A/Q

s	a) travel around the district b) undertake site visits <ul style="list-style-type: none"> • Able to meet travel requirements of the role 	3	A/Q
Qualifications	<ul style="list-style-type: none"> • Planning degree & Full membership of RTPI • Other professional qualifications 	3 1	A/Q A/Q

<i>Weighting</i>					
3 – Essential for the successful performance of the job, 2 – Desirable but can be achieved through on the job training or experience,					
<i>Assessment</i>					
Application Form	A	Interview	I	Tests	T
References	R	Presentation	P	Evidence of Qualifications	Q