



Role Description and Employee Specification

Job Title:	Principal Planning Officer	Location:	Cirencester
Department:	Planning Services	Service:	Development Management
Reports to:	Head of Planning Services.	Working Hours:	37 hours per week
Salary:	£48,947 - £52,992	Peer Group:	PG-G2
Business World Post Number:		Job Group:	Specialist - Level 3
Contract Type:	Permanent	Direct Reports:	Yes

Overall purpose of the Post:	To provide a high level of technical expertise, advice and direction to internal and external service users in relation to Planning matters, including the management of sensitive and complex case or project based work, whilst providing robust, sound judgements. The role will involve line management and mentoring of planning officers and senior planning officers, leading a sub-team and supporting in the day-to-day work and performance management.
Key Tasks and Responsibilities:	<ul style="list-style-type: none">• Effectively manage and prioritise your own workload, unsupervised, working pro-actively with all officers to meet statutory deadlines and to reshape plans and deliver required outcomes.• Working independently on Development Management proposals for residential and new commercial developments.• Demonstrable promotion of good team performance management and service improvement.• Implement and maintain an understanding of appropriate legislation, policy, procedure, business requirements and guidelines.• Presenting cases and Development Control Committee and Leading Member site visits.• Attend meetings with stakeholders/members of the public on policy-related issues and/or particular 'specialisms' (e.g. sustainable transport, catchment management planning).• Attend Cabinet Meetings and Member Workshops.• Ability to facilitate and manage ongoing change.• Manage a multi-disciplinary team on technical cases and projects to a highly efficient and effective standard.• Train/mentor and supervise more junior members of staff alongside dealing with the more complex and sensitive applications.• Inspire and successfully motivate others towards shared objectives.• Assist in the management of the team through appraisals, performance management, signing off applications under the scheme of delegation etc
Essential Requirements –	<ul style="list-style-type: none">• Planning or related degree.

Knowledge, Qualifications, Skills, Abilities and Experience:	<ul style="list-style-type: none"> • Eligibility for full Membership of the RTPI. • Substantial experience at Senior Planner level. • Ability to facilitate and manage ongoing change • Ability to resolve complex issues and complaints by negotiation • Ability to remain calm and confident when dealing with challenging customers and environments or when presenting • Ability to inspire and successfully motivate others towards shared objectives • Ensure all relevant customer and company information is captured and recorded accurately • Deliver commitments and take ownership of own caseload, reshaping of plans to deliver required outcomes • Demonstrate commitment and resilience to succeed • Ability to work independently under pressure and within tight deadlines • Excellent written and verbal communication skills • Competent in using a range of technology and software packages, including Microsoft and Google 		
Desirable Requirements Qualifications, Skills and Abilities:	<ul style="list-style-type: none"> • Proven track record of working in a public sector or similar environment • Knowledge, understanding or experience of project management 		
General Accountabilities:	<ul style="list-style-type: none"> • The post holder is responsible for maintaining a safe work environment and ensuring as far as reasonably practicable that safe working practices are adopted by employees within this work environment. • Work in compliance with the Codes of Conduct, Regulations and policies of the council. • To support the response to a major incident, including taking up a designated role within the emergency management framework. 		
Special Conditions:	<ul style="list-style-type: none"> • You will be expected to work reasonable additional hours in line with the needs of the service. • There may be a requirement to work at other locations to meet the needs of the business. • Full UK Driving Licence. • Ability to travel / access to a vehicle for work purposes. • This is a politically restricted appointment within the meaning of the Local Government Act 1989 and regulations made there under. 		
Date Reviewed:		Reviewed By:	
Checked by HRBP		Date of Issue:	