



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:	£52,425 - £52,709 + 8% Market Supplement.	Peer Group:	PGG2
Business World Post Number:		Job Group:	Specialist - Level 3
Contract Type:	Permanent	Direct Reports:	Yes

Overall purpose of the Post:	To lead on the effective case management of complex and sensitive development management proposals from pre-application through to decision (including committee), providing senior technical and professional leadership to ensure sound, timely decision-making, effective stakeholder engagement, and strong team performance and service improvement.
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, including pre-applications, for a range of major and minor 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 at the Planning and Licencing Committee and Leading Member Site Inspection Briefings. • 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. • Oversee planning appeals, representing the Council through written representations, hearings and inquiries. • Line manage a team of case officers, overseeing case reviews, performance management and staff wellbeing, with support from the Head of Planning Services. • Train and mentor junior members of staff. • Inspire and successfully motivate others towards shared objectives.

	<ul style="list-style-type: none"> • Assist in the management of the team through appraisals, performance management, signing off applications under the scheme of delegation etc
Essential Requirements – 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:	<p>Safeguarding – The Council is committed to meeting its statutory and moral duties to safeguard and promote the welfare of children, young people under 18 years of age and adults at risk who are the recipients of its services and/or activities.</p> <p>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.</p> <p>Work in compliance with the Codes of Conduct, Regulations and policies of the council.</p> <p>To support the response to a major incident, including taking up a designated role within the emergency management framework.</p>
Special Conditions:	<p>You will be expected to work reasonable additional hours in line with the needs of the service.</p> <p>There may be a requirement to work at other locations to meet the needs of the business.</p> <p>Full UK Driving Licence.</p> <p>Ability to travel / access to a vehicle for work purposes.</p> <p>Politically restricted postholders are restricted from canvassing on behalf of a political party or for a person who is, or seeks to be, a candidate for election to a local authority, the House of Commons, or the European Parliament.</p>

Date Reviewed:		Reviewed By:	
Checked by HRBP		Date of Issue:	

Trinity Road, Cirencester, Gloucestershire, GL7 1PX Tel: 01285 623000 Fax: 01285 623900
www.cotswold.gov.uk