

PETERBOROUGH



Job Description

Department: Place and Economy Directorate

Division/Section: Development Management

Job Title: Principal Development Management/Planning Enforcement Officer

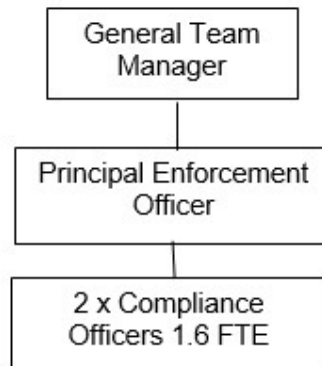
Post No: NEW

Grade: 12

Reports to: General Team Manager

Organisation Chart:

Show immediate manager and any jobs reporting to this post.



CRB Check applicable?

Standard Enhanced None

Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?

Yes No

Line Management responsibility for:

No. of direct reports: 0

No. of indirect reports: 0

Size of budget: None

Job Purpose: Deliver high quality services through achieving customer satisfaction levels in line with national standards. Effectively engaging with internal and external customers to inform and advise. Project manage moderate to major planning applications and a range of other applications when required. Sign off small-scale applications, in line with best practice, national standards, organisational requirements and statutory obligations.

Main Duties and Responsibilities:

1. Effectively engage with residents, businesses, developers, partners, Council staff and elected members at all stages of the planning process and other forms of applications, to ensure that

recommendations, advice and other actions comply with the Council's Planning Policies, the requirements of the Town and Country Planning Acts and/or associated Orders and Regulations.

2. Manage moderate to 'major' projects/development schemes ensuring that plans are effectively managed, all project milestones, local and national performance targets are achieved and that external partners, developers and agents, and relevant Council staff are kept effectively up to date with progress, whilst exercising a high degree of autonomy, with support from the Team Manager.
3. Investigate alleged breaches of the town and country planning act, authorise and serve notices, instruct legal services to carry out prosecutions, determine expediency and any other enforcement related activities
4. Manage a range of other applications to ensure workloads are effectively dealt with, all local and national performance targets are achieved and that external applicants, developers and agents, and relevant Council staff are kept effectively up to date with progress.
5. Represent the service on cross functional and inter-authority teams, at Council committees and at public meetings, to ensure that accurate, up to date recommendations and advice are available and any required actions are delivered on time.
6. Achieve customer satisfaction levels in line with national standards and best practice, to meet customer, partner, organisational and statutory requirements.
7. Coach and motivate individuals, share knowledge and develop best practice to ensure individual, work team and relevant service objectives and targets are delivered.
8. Ensure that all correspondence is complete, up to date and effectively dealt with and recorded as part of the overall planning process and to be of a quality and transparency to inform appeals, enforcement action and the Council's complaints procedure.
9. Participate in the regular review of service provision in line with national best practice and quality standards, including participation in cross function teams, and implement any required improvements effectively to ensure the ongoing efficient delivery of services.
10. Contribute to and initiate the review of new legislation, directions, Planning Policy statements, circulars, recent court cases and research and make recommendations to the service and other relevant departments, of the potential impact and relevance to future service delivery.
11. Deliver excellent customer services in line with national standards and best practice, play an active role in the Planning Services Team, effectively manage personal workload of projects, and identify and achieve personal development opportunities.
12. Sign off small-scale planning applications in order to assist with the continued processing of workloads/casework.

Generic Responsibilities: To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.

To comply with all Health & Safety at work requirements as laid down by the employer.

Flexibility Clause: Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments or working as a PCC employee at other Councils.

Variation Clause: This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the post

holder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.

DATE:

October 2022 **COMPLETED BY:** Jim Newton, Interim AD

PETERBOROUGH



Person Specification

JOB TITLE:	Principal Development Management Officer	POST NO:	NEW
GRADE:	12	DEPARTMENT:	Place and Economy
HOURS	Full Time		
DIVISION:	Development Management & Enforcement	DIRECTOR:	Adrian Chapman
DATE:	October 2022	COMPLETED BY:	Jim Newton, Interim AD

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> Current relevant planning legislation and regulation (A/I) 	<ul style="list-style-type: none"> Current legislation and regulation in other related areas (A/I)
SKILLS & ABILITIES	<ul style="list-style-type: none"> Workload management (A/I) Change management (A/I) Effective delivery of performance in line with local and national targets (A/I) Delivering high quality services to both internal and external customers (A/I) Effective verbal and written communication skills (P) Ability to prioritise workloads and meet strict deadlines (W) Broad range of IT skills including Microsoft Office, Planning Systems e.g. Uniform (A/I) 	<ul style="list-style-type: none"> EDRMS/GIS systems use (A/I) Project Management tools and techniques in line with Prince 2 methodology (A/I)
EXPERIENCE	<ul style="list-style-type: none"> Relevant experience of investigating alleged breaches of planning, preparing and serving notices, and managing caseloads (A/I) 	<ul style="list-style-type: none"> Understanding the political interface with elected members (A/I) Experience of delivering services in a major growth area and/or across multiple planning fields (A/I) Actively participating in a prosecution (A/I)
QUALIFICATIONS	<ul style="list-style-type: none"> Degree or equivalent experience in town planning or related subject (A/D) Eligible for Membership of the RTPi or similar experience (A/D) 	<ul style="list-style-type: none"> Member of the RTPi or related discipline (A/D) Additional qualification or expertise in a relevant specialised discipline

		(A/D)
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> ● Full driving licence (D) ● Vehicle available for work (I) ● Ability to work flexible including some evening meetings (I) 	
EQUALITY	Candidates must demonstrate understanding of acceptance and commitment to the principles underlying equal opportunities. (A & I)	
CUSTOMER CARE	Knowledge and understanding of effective customer care (A & I)	

*[At the end of each criteria the following codes are used to indicate how the criteria will be assessed:
(AI) Application / Interview, (P) Presentation, (W) Written Test.]*