

Role Profile

Part A - Grade & Structure Information

Job Family Code	11RT	Role Title	Principal Planning Officer
Grade	PS11	Reports to (role title)	Planning Development Team Leader
		Directorate/School	Environment, Transport and Infrastructure
JE Band	439-518	Service / Department	Planning Group
		Date Role Profile was created	Nov-20

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	To support the Planning Service in delivering it statutory planning functions regarding its development management functions relating to minerals & waste and the county council's own development. To provide professional planning advice to commercial companies, planning consultants, other county council officers, county councillors and the Surrey public. As case officer, to liaise with statutory consultees and the applicants on aspects of a planning application and respond positively and effectively to queries from the public. To assess the implications of proposals in the light of planning policy, government advice and all material circumstances relating to the proposal. To make recommendations on proposals including writing reports and presenting the proposal to Committee or to senior officers acting under delegated powers. To assist on planning enforcement cases where required. To represent the planning authority as an expert planning witness at Public Inquiries and to assist Counsel in the presentation of cases at Inquiries. To prepare and submit written representations on behalf of the Council in respect of appeals handled in this way.
Work Context	Planning applications for large scale minerals, waste and the county council's own development often raise issues of significant public interest. Cases dealt with at this level may be contentious and involve complex technical and regulatory detail. The postholder will work as part of a wider planning team and at times may be expected to contribute to the work of other work areas such as minerals and waste policy, and spatial planning.
Line management responsibility	Supporting/mentoring more junior staff, as part of the matrix management in dealing with planning development management.
Budget responsibility	
Representative Accountabilities Typical accountabilities in roles at this level in this job family	Planning & Organising • Direct, manage and monitor the operation of an efficient and effective service ensuring the work of the team supports service objectives and that necessary resources are secured. • Lead major projects and reviews within a defined area of work to optimise and enhance service delivery. Policy & Compliance • Ensure legal, regulatory and policy compliance of relevant schemes/ initiatives. • Contribute to and where appropriate lead the development of practical strategies, works programmes and service improvement in own area of specialism and monitor and control their implementation to manage and mitigate risks. People and partnerships • Directly or matrix manage a diverse group of staff to ensure the successful delivery of a service. • Monitor and support the performance management and development of team members using a coaching approach, to support individual development and ensure that individual contributions are maximised. • Work with managers, service representatives and partners to identify and apply cost effective means of delivering improvements to business processes and strategies. Resources • Review the operations of the teams to identify improvements in systems, processes, procedures and working methods, and propose changes to secure greater efficiency and compliance. • Monitor, analyse and manage delegated budgets, funding and resources in accordance with organisational policies and procedures. Analysis, Reporting & Documentation • Analyse, interpret and evaluate relevant data applying judgment and technical expertise to identify risk, support the resolution of issues and support decision making. • Through management and supervision ensure that appropriate record keeping is kept and risks and issues are identified and actions taken. Duties for all Values: To uphold the values and behaviours of the organisation. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others. To have regard to and comply with safeguarding policy and procedure as appropriate.
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	• Degree/ HNC or equivalent, or substantial relevant experience in a relevant subject. • May be required legislatively to maintain a professional qualification or competency. • Substantial practical or professional experience and understanding of a specialist area or supporting service teams and/or providing support to the public. • Excellent understanding of subject matter, principles and practices relevant to technical area. • Proven ability to apply project management principles and techniques to a wide range of complex projects or programmes. • Extensive knowledge of principles, practices, and procedures relating to business planning and financial management • Ability to collate, monitor and interpret a range of data. • Proven ability to establish and maintain highly effective working relationships with a range of stakeholders. • Comprehensive knowledge of computerised business systems • Proven written and oral communication with the ability to influence and work in collaboration with others. • Excellent management skills with proven experience motivating, coaching, mentoring and developing staff. • Ability to understand, meet and exceed customer expectations. • Proven problem solving skills with the capacity to devise and implement innovative solutions.
Details of the specific qualifications and/or experience if required for the role in line with the above description	Relevant degree; member of the Royal Town Planning Institute or a comparable professional qualification. Needs to have a secure grasp of relevant planning and technical matters. Able to communicate effectively and maintain good relationships with applicants, consultants, Members and the public. Sensitive to the political dimensions of a particularly controversial area of work. Needs a full UK driving licence.
Role Summary	Roles at this level typically have significant management responsibility either for a large team or coordinating sub functions within a service, and/or will provide professional, specialist or high level technical advice, direction and input across a wide range of activities. They require a conceptual understanding of a technical, professional or specialised field, and job holders require the knowledge and experience to handle and resolve complex issues, anticipate problems and recommend solutions. There will be a requirement to plan and organise own and/or team activity over a significant time scale and coordinate work with associated functions. They will typically be required to influence/motivate others both inside and outside immediate reporting lines, including external stakeholders, and have a primary role in setting service levels. They ensure that their services achieve the agreed financial and service standards, and will have professional autonomy and discretion within operational policies and practice guidance.
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