

Role Profile

This section provides key information relating to the role

Job Title:	Principal Major Development Officer		
Post No:	RP0144	Grade:	L
Team:	Planning	Location:	Campus East, Welwyn Garden City
Responsible to:	Development Management Team Leader		
Responsible for:	Planning Officer Staff		

Overall job purpose:

To contribute to the provision of efficient and effective co-ordination within Planning Services between Planning Policy and Development Management functions with responsibility for the project management and case assessment of specific high profile, strategically significant and complex planning applications, appeals and other projects as identified by the Development Management Team Leader and Development Management Service Manager. To lead and coach planning officers engaged in other major applications and appeals. To input into work relating to the masterplanning of strategic sites. To undertake sign-off of applications according to the Council's scheme of delegation.

Key areas of focus:

1.	Prepare reports and make recommendations on specific high profile, strategically significant, major and complex planning applications, appeals and other projects. Providing sound, consistent and professional advice on such applications/proposals – face to face, on the telephone and in writing.
2.	To provide leadership, supervision and motivation to other officers in relation to such applications, proposals and corporate projects.
3.	To project manage and work with a team of professional officers, consultees (internal and external) on complex and large scale applications and pre-application proposals. To offer sound professional and technical advice and guidance to ensure that these applications are dealt with in accordance with performance agreements where agreed or within other agreed timescales.
4.	To work as part of a joint team of planning and other officers to work with landowners/developers and others to prepare masterplans for strategic sites.
5.	To arrange liaison/ meetings with and the provision of advice and guidance to the public, developers and agents on a caseload of complex, large scale, corporate and significant land use development applications, including Council owned land. Provision of advice to and response to the requests of the elected Members of the Council to these applications.

6.	To ensure the procurement of specialist advice and consultancy work is carried out effectively and in accordance with legislative requirements and the Council's procurement procedures.
7.	Enter into detailed discussions with applicants and/or their agents and their legal teams with regard to the securing of infrastructure arrangements and delivery, together with a view to assessing the 'pooling' of Section 106 contributions alongside ensuring the implementation of the Community Infrastructure Levy where relevant.
8.	Delegated authority for decision making on Planning, Estate Management Scheme and other related applications as identified at Principal level within the Council's Scheme of Delegation.
9.	Preparation of technical reports on planning matters and presentation of officer reports and recommendations to the Council's Committees to include briefing of Members where required.
10.	Liaising with the Development Management Team Leader and/or Development Management Service Manager to ensure that the development management elements of the work are carried out in accordance with necessary targets and performance indicators.
11.	Negotiation and implementation of Planning Performance Agreements where appropriate.
12.	Directly responsible for appeal casework by written representation, hearing and inquiry planning appeals relating to major applications including acting as the Council's expert witness in such cases. To assist, guide and support officers within the wider Development Management team with all types of appeal casework.
13.	To be pro-active in the development of a customer focused service for these applications and projects, liaising with and advising the Development Management Team Leader and/or Development Management Service Manager over proposed and anticipated changes that may be required to practices and procedures.
14.	Respond to complaints from members of public, town/parish councils, residents groups, the Local Government Ombudsman and Members arising from the post holder's casework and to assist the Development Management Service Manager and/or Head of Planning in co-ordinating appropriate responses.
15.	Contribute to the continuous improvement in the delivery of customer satisfaction ensuring all work is carried out to meet agreed expectations for customer service and defined performance indicators.
16.	To keep abreast of legislation, case law, current national and local policies, guidance and community needs to deliver statutory requirements and the Council's corporate objectives

17.	To assist with the Council's review of the Welwyn Garden City Estate Management Scheme. Ensuring the effective and timely implementation of the actions required as a result of the review.
18.	To promote equality and diversity in the workplace and in the services of the Council and to deliver the Council's equalities and diversity priorities.
19.	The ability to converse with ease with other staff and members of the public and to provide advice in accurate spoken English is essential for this post.
20.	Any other duties that are commensurate with the level and grade of this post.

Role Requirements

The following outlines the criteria for this post. Applicants should describe in their application how they meet the criteria

Criteria	Essential	Desirable	Assessment Criteria
Qualifications and experience			
To have completed a first degree and post graduate qualification in Town Planning or related subject.	x		AP
Experience of professional town planning work within the development management field.	x		AP/IN
To have had experience of hearings and public inquiries.	x		AP/IN
Knowledge			
Be conversant with the main principles of Town Planning together with main areas of planning policy and law.	x		AP/AS/IN
Skills and abilities			
Ability to work in an ordered and logical manner.	x		AP/AS
Ability to deal effectively with a workload in a high pressure environment.	x		AP/AS
The ability to communicate effectively and deal tactfully with people in a range of circumstances	x		AP/IN
To maintain professionalism and integrity in often difficult and emotive circumstances	x		AP/IN

Other attributes			
High levels of IT skills including MS Office.	x		AP/AS
Ability to drive and possession of a current UK driving licence to travel to multi-site locations and carry out site visits.	x		AP/IN
Flexibility and willingness to help. Desire to improve customer service and willing to be proactive to achieve this.	x		AP/IN
To be responsible for any council equipment when carrying out site visits.	x		AP/IN
To demonstrate previous experience of identifying and implementing equality initiatives to ensure that the Council's service provision meets the needs of the community.	x		IN
Able to work evenings and weekends	x		AP/IN

Assessment Criteria:
(AP) Application, (AS) Assessment, (IN) Interview

Our Values and Behaviours



Our CORE values are key to delivering our vision, plans and strategies.

Collaborative	Open	Responsible	Excellent
We work together to get things done	We behave with integrity & fairness	We take responsibility for our actions and decisions	We perform at our best & strive for excellence

It's really important that you have a genuine passion for doing a great job and our behavioural competency framework sets out how we want people to work, ensuring everyone is valued, supported and empowered.

These competencies will be assessed throughout the recruitment and selection process, as well as part of your ongoing development and progression.