

## Folkestone & Hythe District Council Job Description

JOB DETAILS	
<b>Job Title</b>	Principal Planning Officer
<b>Service Area / Team</b>	Development Management
<b>Reports to</b>	Development Management Lead Specialist
<b>Post Number</b>	TBC
<b>Grade &amp; Annual Salary</b>	£42,684 - £47,881 (Grade H)
<b>Politically Restricted Post</b>	Yes (Politically restricted – sensitive)
<b>DBS Requirement</b>	N/A

JOB PURPOSE	
<ul style="list-style-type: none"> <li>• To be responsible to the Development Management Managers and assist in providing a high quality, customer-focused planning service, by acting as or managing other case officers in:               <ul style="list-style-type: none"> <li>▪ Handling a range of planning applications, including more complex issues and the negotiation of more complex planning agreements from pre-application discussions to implementation, within agreed timescales;</li> <li>▪ Investigating alleged breaches of planning control, including more complex matters, pursuing the most appropriate and effective action to remedy these;</li> <li>▪ Handling all aspects of appeals;</li> <li>▪ Handling enquiries from customers;</li> <li>▪ Contributing to the review of processes and procedures for the delivery of the service and formulation and development of planning policy.</li> <li>▪ Undertaking planning and other related training as required.</li> </ul> </li> <li>• This post will have involvement with local people, politicians and a range of external organisations including out of hours working.</li> <li>• To provide professional advice, information and guidance on all planning and enforcement matters and to make delegated planning decisions in accordance with the Council's scheme of delegation on behalf of the Chief Planning Officer.</li> </ul>	

MAIN DUTIES AND RESPONSIBILITIES	Frequency (daily/weekly/ monthly/annually etc.)
To ensure that staff appraisals are carried out effectively and that the development requirements of the team are properly assessed in accordance with individual needs, team and service priorities and targets.	Annually/ Biannually

To provide advice and guidance as and when necessary to members of the team.	Daily
To determine planning applications and other applications on behalf of the Chief Planning Officer where delegated by the Council in accordance with case law and planning policy.	Daily
<p>To undertake the following duties connected with the planning application process:</p> <ul style="list-style-type: none"> <li>• To determine and advise whether proposals require planning permission and related permissions (in accordance with legislation).</li> <li>• To ensure that proper consultations are carried out (in accordance with legislation).</li> <li>• To undertake site visits in order to determine any constraints on development.</li> <li>• To negotiate a range of amendments to applications from minor to complex with applicants and other professionals.</li> <li>• To input decisions and data into Uniform and Civica.</li> <li>• To prepare professional reports and be responsible for the content within reports of team members on applications to be determined under delegated powers and by Committee.</li> <li>• Attend Planning Committee and assist with leading/presenting applications, and for those of team members, in a highly professional and accessible manner.</li> <li>• To deal with approvals and discharges of planning conditions and other planning related applications.</li> <li>• Lead s106 negotiations on major applications in a timely and professional way to deliver excellent results.</li> </ul>	<p>Daily</p> <p>Daily</p> <p>Weekly</p> <p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Monthly</p> <p>Weekly</p> <p>Weekly</p>
To prepare for and give evidence as an expert witness at public inquiries, informal hearings and in court.	As Required
To prepare for, attend and provide expert advice on demand at Council and Committee meetings and advise members on planning or related matters.	Monthly
To respond to queries and complaints in respect of planning matters relevant to the post holder's area.	Daily
To provide professional advice and information to prospective applicants, other officers of the council, and the general public.	Daily
To respond to enquiries and provide advice and guidance verbally and in writing to a variety of stakeholders using appropriate language and communication methods, depending on the audience, which could include councillors, parish councils, agents, applicants, user groups, internal staff, statutory consultees including the environment agency and Natural England as well as other government and non-government agencies. Attending meetings or undertaking site visits as required, including outside of	Daily

normal working hours.	
To maintain an awareness of legal and policy developments, relating to planning and development management in particular, to actively suggest and take part in implementation of ongoing continuous improvements within the department, particularly in respect of new Government procedures.	Weekly
To contribute to the formulation and development of planning policy, identifying process and procedure changes, advising the Chief Planning Officer on their implementation.	Monthly
To be able to work flexibly as part of a multi-disciplinary team on a wide range of complex and sensitive planning and development tasks. These tasks may include: planning management, design, policy development, corporate projects, enforcement and development issues, to enable the unit to respond flexibly to the changing demands it faces.	Daily
Acting as the case officer for several challenging and major applications raising complex local issues and requiring a high degree of professionalism and sensitivity in handling the public, politicians, applicants etc.	Daily
Work with internal and external partners to deliver excellent results and high quality development outcomes.	Daily
To maintain electronic and paper based planning and enforcement records, ensuring they are kept relevant and up to date.	Weekly
To actively support and deputise for the Development Management Manager as appropriate to the role; working alongside and supporting all senior and principal planners to ensure delivery of the service objectives.	As Required
Being part of a rota to cover urgent enforcement issues.	As Required.
<b>Processing Pre-application enquiries and Planning Applications</b>	
Demonstrate a strong design awareness and the ability to negotiate successfully to materially improve development schemes.	Daily
Be responsible for mentoring/advising case officers in all aspects of assessing and processing applications.	Daily
Take responsibility for the processing of all types of allocated applications which will include a range of more complex applications.	Daily

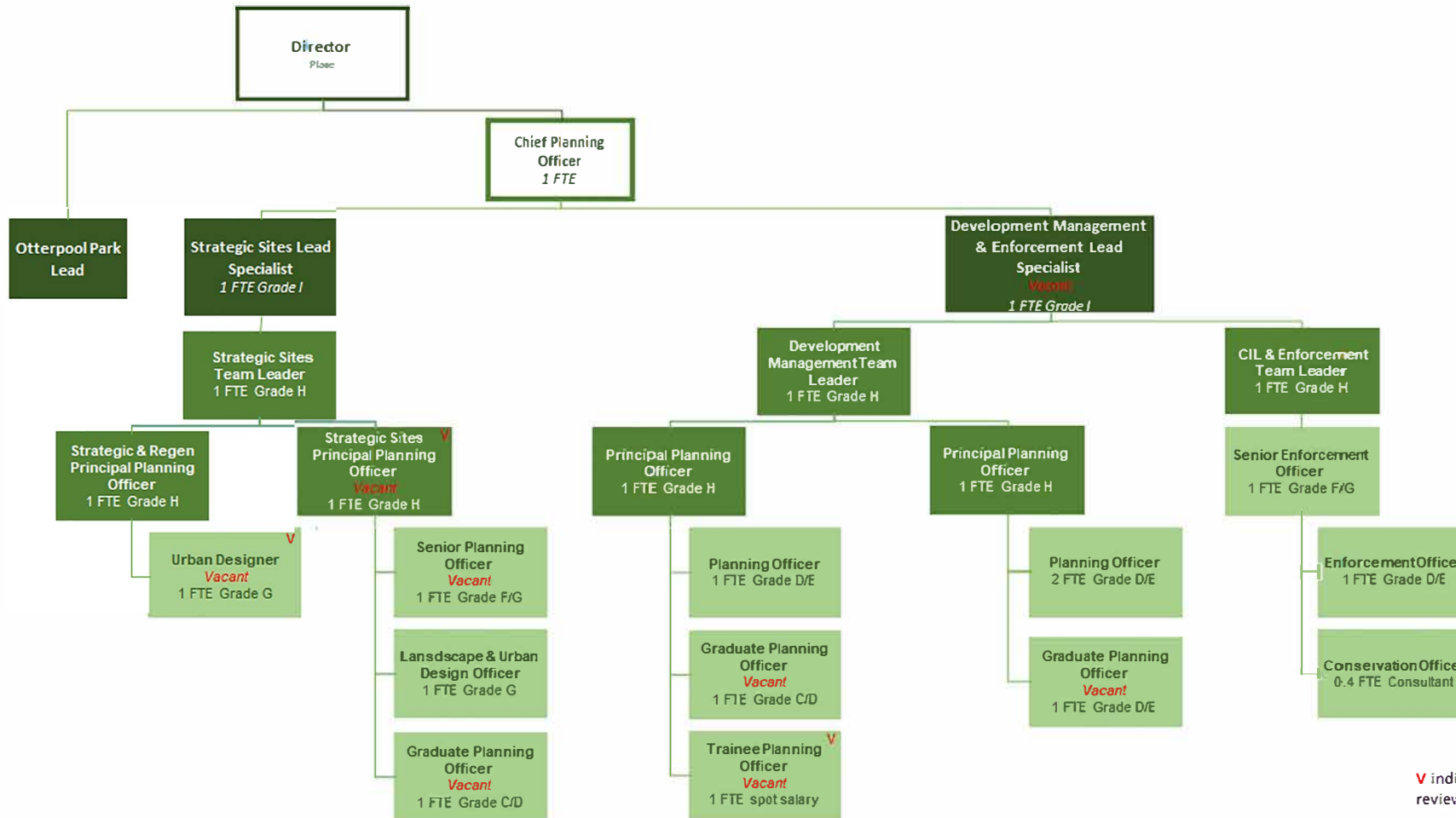
Attend hearings, public inquiries and/or court proceedings to give evidence on behalf of the Council as an expert witness, seeking advice from senior officers as appropriate.	As Required
Liaise with members, applicants, agents, developers, consultees, objectors, etc., to discuss and negotiate on proposals and planning agreements, including visits to sites and correspondence.	Daily
Advise applicants/agents on the likelihood of the grant of planning and related permissions through pre-submission negotiations.	Weekly
Maintain accurate records of relevant events in the “life” of an application.	Daily
Draft and prepare Committee reports.	Monthly
Present applications to Committee.	Monthly
Undertake day to day work on all aspects of Development Management, subject to abilities and experience.	Daily
Exercise the authority delegated to the post to determine applications.	Daily
<b>Appeals and enforcement</b>	
Either assist with, or prepare, the Council’s response to planning and enforcement appeals as required.	As required
Attend appeal hearings, public inquiries and/or court proceedings to give evidence on behalf of the Council as an expert witness, seeking advice from senior officers as appropriate.	As required
To monitor development for compliance with planning permissions.	Weekly
Depending on caseloads, take responsibility for a number of more complex cases, having regard to all material considerations.	As required
Either prepare reports and/or liaise with appropriate Planning Officers to initiate enforcement action against breaches of planning control.	As required
Liaise with and advise Planning Officers, Members, other council departments and external agencies (e.g. the Police) to ensure that breaches of planning control and related non-compliance with other legislation is dealt with in the most effective and comprehensive manner possible.	As required
Maintain accurate records of relevant events in the “life” of an enforcement case.	As required

## CORPORATE RESPONSIBILITIES

- Adhere to the council's safeguarding policies and procedures and undertake relevant training in order to help protect children and vulnerable adults within the district.
- To comply with legislation, council policies and procedures including the Data Protection Act, Freedom of Information Act, Information Security Policy, the Code of Conduct for Officers and to participate in any Emergency Planning activities as required.
- To actively demonstrate the values and behaviours of the council.
- To ensure our customers are valued by taking into account their views and needs in all that we do.
- To contribute to the development and achievement of relevant corporate and service objectives by suggesting ideas for service improvements.
- To communicate openly and honestly with colleagues, members and customers.
- To undergo any training necessary to be able to fulfil the requirements of the job.
- To carry out other duties commensurate with the grade, skills, experience and qualifications of the post holder as directed and as may be required from time to time.

## NATURE OF CONTACTS

<b>Internal</b>	<ul style="list-style-type: none"><li>• Employees</li><li>• Managers</li><li>• Corporate Leadership Team</li><li>• Members</li></ul>
<b>External</b>	<ul style="list-style-type: none"><li>• Suppliers</li><li>• Customers submitting planning and building control applications</li><li>• Customers submitting licence applications</li><li>• Parish Councils</li><li>• Planning consultees</li><li>• Planning agents</li><li>• Councillors</li><li>• Citizens Advice</li><li>• Environment Agency</li><li>• Other Local Authorities</li><li>• Solicitors</li><li>• Folkestone &amp; Hythe Residents</li></ul>



V indicates a post pending review in October 2020

## Folkestone & Hythe District Council Person Specification

### Post Title: Principal Planning Officer

<b>Important Information for Applicants:</b>				
The criteria listed in this person specification are the requirements for the post. Where the method of assessment is stated to be the application form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. <b>If you do not address these criteria fully, you may not be shortlisted. Please give specific examples wherever possible.</b>				
Factors	Criteria	Means of Assessment		
		Application	Interview	Test
Qualifications	<b>Essential</b> <ul style="list-style-type: none"> <li>Educated to degree level or equivalent.</li> <li>Professional qualification in Planning.</li> <li>Chartered Membership of the RTPI or be eligible for such membership.</li> </ul>	✓ ✓ ✓		
	<b>Desirable</b> <ul style="list-style-type: none"> <li>A management qualification.</li> </ul>	✓		
Experience and Knowledge	<b>Essential</b> <ul style="list-style-type: none"> <li>A minimum of 5 years practical experience of planning work in either Development Management or Planning Policy or both combined in the private or public sector.</li> <li>Recent and relevant experience in dealing with a wide range of planning and related applications, including major applications.</li> <li>Recent and relevant experience of appearing at public inquiries and/or informal hearings.</li> </ul>	✓ ✓ ✓	✓ ✓ ✓	
	<b>Desirable</b> <ul style="list-style-type: none"> <li>Experience in Urban Design or a related field.</li> <li>Previous experience of working with an electronic document management system</li> </ul>	✓ ✓	✓ ✓	

	<ul style="list-style-type: none"> <li>• Previous management experience.</li> </ul>	✓	✓	
<b>Skills and Abilities</b>	<b>Essential</b>			
	<ul style="list-style-type: none"> <li>• The written and oral communication skills (including public speaking) required to effectively liaise with stakeholders, customers and colleagues at every level and through a range of mediums.</li> </ul>	✓	✓	
	<ul style="list-style-type: none"> <li>• Strong interpersonal skills and the ability to convey and receive information accurately with tact and diplomacy.</li> </ul>	✓	✓	
	<ul style="list-style-type: none"> <li>• Ability to write clear, logical reports and statements.</li> </ul>	✓	✓	
	<ul style="list-style-type: none"> <li>• Ability to work as part of a team and on own initiative.</li> </ul>	✓	✓	
	<ul style="list-style-type: none"> <li>• Ability to plan, organise and prioritise workload and competing demands effectively in order to meet deadlines and targets and maintain high standards at all times.</li> </ul>	✓	✓	
	<ul style="list-style-type: none"> <li>• Flexible, adaptable and receptive to new initiatives and change.</li> </ul>	✓	✓	
	<ul style="list-style-type: none"> <li>• Excellent customer service skills and the ability to offer customers an effective, efficient and consistent service.</li> </ul>	✓	✓	
	<ul style="list-style-type: none"> <li>• Ability to negotiate and discuss complex issues relating to planning law with colleagues in the public and private sector.</li> </ul>	✓	✓	
	<ul style="list-style-type: none"> <li>• Ability to deal effectively with confrontational situations.</li> </ul>	✓	✓	
	<ul style="list-style-type: none"> <li>• Ability to travel within the district in an effective and efficient manner.</li> </ul>	✓	✓	
	<ul style="list-style-type: none"> <li>• Competency with daily use of IT and a range of IT applications.</li> </ul>	✓	✓	

<b>JOB DESCRIPTION / PERSON SPECIFICATION SIGN-OFF</b>		
<b>Completed by</b>	Llywelyn Lloyd (Chief Planning Officer)	<b>Date:</b> 01 July 2019
<b>Reviewed/Agreed by</b>		<b>Date :</b>